

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Human Resources Assistant</b>
<b>Class Code Number</b>	<b>1045</b>
<b>FLSA Designation</b>	<b>Non-Exempt - Confidential</b>
<b>Pay Grade and Range</b>	<b>27</b>
<b>Effective Date</b>	February 3, 2021

### General Statement of Duties

Act as the initial contact to the Human Resource Department and provides all aspects of Human Resources related duties and tasks performed at the professional level including but not limited to complex administrative services and technical assistance to the Human Resources Director and all CBS personnel.

### Distinguishing Features of the Class

Under moderate direction of the Human Resource Director, this position must perform technical and complex administrative tasks and responsibilities that support and serve CBS personnel in all of the following areas of Human Resources: employee benefits, compensation, worker's compensation, recruitment, employee relations, onboarding and exiting employees, auditing, DOT and NON DOT drug program administration and other state and federal programs and regulatory compliance. Considerable leeway is granted, but this position requires the use of independent judgment and initiative and high level confidentiality. An employee in this class must be able to assist employees and maintain professional and effective working relationships with the Human Resources Director, personnel, departments heads, State and Federal Officials and the public.

### Examples of Essential Work (Illustrative Only)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- First point of contact for the Human Resources Department. Responds to citizens and employees in a courteous and timely manner;
- Maintain specific communication with HR Director, Administration and Finance Department to effectively assist each department to work in the most efficient way possible;
- Become familiar with all federal, state and local laws regarding proper notifications to employees and update mandatory posters as necessary;

- Provide assistance and open communication with the IT department for new website that will meet Human Resources needs;
- Prepare recruitment ads, distribute ads to Sitka Tribe of Alaska, CCTHITA, State of Alaska Job Service; Sitka Daily Sentinel; Sitka Soup and CBS HR website. Recruitment for hard positions can be also through AML classifieds and other sites at the request of the department;
- Process incoming applications. Upon application deadline, provide copies of applications to hiring committee, along with HR recommendations on interviewing and processing;
- Health Insurance enrollments and changes;
- Health Insurance Monthly Billing report reconciliation and submit to payroll when complete for payment;
- COBRA procedures and notifications. Enroll any COBRA participants and notify finance for payment instructions to participant;
- State of Alaska Supplemental Benefits System enrollments/updates/changes sent via Fax; Payroll has online program submitted to PERS/SBS monthly;
- Life Insurance enrollments/updates/changes.
- Assist employees with Deferred Compensation enrollment/updates/changes and submit to payroll for deductions;
- Supplemental insurance enrollments/updates/changes; Assist various programs for open enrollment periods
- Random Drug and pre-employment testing process/notifications/documentation;
- State of Alaska Workers' Compensation through Alaska National Insurance/DOL Report of Occupational injury forms processing and record keeping.
- Hiring process packets/advertising/tracking/copying/documentation/records retention.
- Update of Human Resources information on the website (with IS Dept.) including address list and emails.
- I-9/EEO filing/record keeping.
- Provide Sitka Tribe of Alaska with EEO information on a quarterly basis;
- Anniversaries notifications/tracking; Send 5, 10, 15, 20, 25 and 30 year milestones to the Administrative Coordinator for gift certificates from Administrator;
- Send annual evaluations to supervisors based on the employee's hire date of **permanent employment**. Double check anniversary report from New World as the anniversary dates include employee temporary dates;
- Harassment and Discrimination prevention training tracking and all training certifications scanned and placed in employee electronic files;
- Packet presentation and brief orientation for all new employees, excluding contract employees;
- Staffing Table daily update;
- Personnel Changes report daily update;
- Employee documentation – daily records filing and record retention schedule through Laserfishe. Fill out form from the Records Specialist to remove employee documents after retention dates;
- Provides technical assistance, coordination and support to the Human Resources Director;
- Responds to employees' requests for information or clarification;
- Maintain compliance with applicable federal and state laws, and maintain municipal benefits and workers' compensation information data;
- Assists in maintaining confidential records for all compliance related issues and maintaining personnel files, and website content;
- Processes HR Billing using appropriate department budget codes;
- Communicates and coordinates issues with appropriate others to maximize the effectiveness and efficiency of operations and activities of the Human Resources office;
- Prepares and/or assists in the preparation of letters, memos, reports, forms, and other related documents as requested;
- All of these duties require a high degree of confidentiality, respect and discretion;

- Accurately update subscribed publication inserts when received;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management;
- Ability to utilize and analyze and provide reports from the information in an HRIS system;
- Thorough knowledge of electronic filing systems, software programs, computers, office procedures and equipment required;
- Knowledge of the current practices and procedures involved in Human Resources and City and Borough operations;
- Ability to deal with a wide range of issues and persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in math to add, subtract, multiply, divide and derive percentages;
- Ability in writing and spelling to prepare correspondences according to standard business practices;
- Ability to accurately type materials at a reasonable rate of speed, minimum 50 wpm preferred;
- Ability to learn City and Borough policies and Departmental rules, procedures, objectives and human resource practices including hiring and termination of employees and objectives;
- Ability to learn Sitka General Code and Sitka Charter as it relates to employee issues and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare accurate and reliable reports containing findings and recommendations.
- Must be highly organized with the ability to multi-task, maintain confidentiality, and work under pressure.

### **Acceptable Experience and Training**

- Minimum Associates Degree or equivalent, and four years of increasingly responsible and complex administrative experience; Bachelor's Degree preferred.
- PHR certification preferred.
- Considerable (3 years) Human Resources experience.
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Excellent verbal and written communication skills, including the ability to make public presentations, prepare correspondence, and organize special events such as holiday parties, meetings, presentations, and applicant interviews;
- Must be proficient in a Windows environment, including word processing, spreadsheet, and database software;
- Notary Public;
- Ability to maintain confidentiality.

**Essential Physical Abilities & Workplace Environment**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, which permits the employee to review documents in electronic and hard copy form;
- Sufficient manual dexterity, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.
- Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer and keyboard;

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