City of Benson
City Council Communication

Regular Meeting **April 11, 2016**

To: Mayor and Council Agenda Item # 6

From: William Stephens, City Manager

Subject:

Discussion and possible action regarding the job description for a Human Resource Assistant

Discussion:

With the vacancy of the Former Human Resource Coordinator, Staff took the opportunity to review Human Resource operations and job descriptions. This has resulted in the creation of a proposed Human Resource Assistant job description. The Human Resource Assistant will have a non-exempt status and have a salary grade of 22, with the salary ranging from the minimum salary of $26,152.83, a mid-point salary of $32,691.04 and a maximum salary of $39,229.24.

The new position will currently replace the Human Resource Coordinator position, which will remain as an approved job description, but will not be reviewed and utilized until the City needs to expand the Human Resource Department.

Staff Recommendation:

Approval of Human Resource Assistant job description

Job Description

TITLE:	**Human Resource Assistant**	**JOB CODE:**	110
DEPARTMENT:	Administration	**FLSA:**	Non-Exempt
PREPARED:	March 2016	**UPDATED:**	

Summary: This position will provide direct support to the Human Resources Director and/or City Manager. The Human Resource Assistant contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of superior workforce. The Human Resource Assistant helps with the implementation of services, policies and programs through the City management and assists city management with Human Resource issues.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists in recruiting and staffing logistics
- Assists in Performance Management and improvement tracking systems.
- Assists in employee orientation, development, and training logistics and record keeping
- Assists management in employee relations
- Assists City wide committee facilitation and participation
- Assists management in Employee communications
- Assists in the compensation and benefits administration and record keeping
- Assists in employee safety, welfare, wellness, and health reporting and employee services
- Maintains employee files and the HR filing system
- Assists with the day-to-day efficient operation of the HR office
- Performs other duties as assigned.

Required Knowledge and Skills:

- Basic Knowledge of scope and content of City provided insurance and related programs.
- Knowledge of business English and basic statistical calculation.
- Knowledge of Departmental, City, State and Federal laws, rules and regulations for the creation and maintenance of sensitive client-related documentation and personnel programs.
- Ability to work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks that come up simultaneously or unexpectedly.
- Ability to interact tactfully and courteously with employees to establish an environment of cooperation and maintain an effective public image.
- Skill in maintaining extreme confidentiality and required security of information created or encountered during the course of assigned duties.
- Skill in creating and maintaining client files in compliance with City, State and Federal laws, rules and regulations.
- Skill in use of computer-based resources including but not limited to, Microsoft Word, Excel, Publisher and PowerPoint to create, track and report information and activities.
- Skill in communicating effectively verbally and in writing.

- Skill in working cooperatively in a team environment with Department Heads, Supervisors, and other City employees.

Education and Experience

- An Associate's degree or at least 60 semester hours from an accredited college or university with a major in personnel, human resources, business, management or a related field; or
- (2) two years full time work experience as a Human Resource or any equivalent combination of education and experience.
- Valid State of Arizona driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of reports.
- Manual dexterity for operating computers, adding machine and other conventional office equipment. Dexterity and coordination to handle files and single pieces of paper.
- May be subject to bending, reaching, sitting, kneeling and lifting up to 25 lbs. such as retrieving files, records and reports.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____