

Job Description

Human Resource Use Only	
Position Number:	
Step/Grade	
Effective Date:	

POSITION IDENTIFICATION

Position Title:	Human Resources Assistant
Department:	Human Resources
Division:	Human Resources
Status:	Full-time, non-exempt
Workweek:	Monday-Friday, 7:30 a.m. to 4:30 p.m.

SUPERVISORY RELATIONSHIPS

Reports to:	Human Resources Director
Directly Supervises:	No supervisory responsibilities

POSITION PURPOSE

The Human Resources Assistant will perform administrative tasks and services to support effective and efficient operation of the City Human Resources department.

ESSENTIAL DUTIES

- Greets and welcomes visitors and employees and directs them to the appropriate person or location.
- Answers and manages incoming department calls.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate HR employee.
- Assists employees with various HR-related computer processes when needed.
- Provides general administrative support to the HR department.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Performs annual tasks associated with background checks, drug & alcohol clearinghouse, etc.
- Works with the HR Generalist on FMLA and Worker's Compensation administration.
- Assists in the coordination of committee meetings.
- Maintains and administers HR-related website, intranet, and HRIS platform.
- Collaborates with finance department in assisting employees with payroll and benefits questions.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Assists with recruitment tasks.
- Conducts or assists with onboarding and new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

OTHER DUTIES

- Performs other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education	Associate's Degree in related field required or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	Previous experience in human resources desired. Preference may be given to candidates with experience.
Certifications/Licenses:	No certification or license requirements.
Other Requirements:	No other requirements.

KNOWLEDGE, SKILLS, & ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office or related software.
- Proficient with, or the ability to quickly learn human resource information system (HRIS), and similar computer applications.

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity:	Use of hands, eyes, feet, and limbs to operate computer and telephone.
Physical Effort:	Light to medium work, involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee is sometimes required to lift and move up to 20 pounds.
Working Conditions:	Office environment with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.