

Human Resources Assistant



Position Description

Status

Part-Time, Nonexempt

Reports to

Human Resources Manager

Compensation

A13

Supervises

None

Bargaining Unit

N/A

Position Category

Generalist

Summary

This position performs various support duties for the Human Resources department which include filing records, processing benefit enrollment changes in the HRIS system and with benefit vendors, completing reference and background checks and backing up HR functions including payroll.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists with maintaining and updating data in Human Resources Information System (HRIS); ensuring accuracy in employee deduction and county benefit amounts.
2. Audits payroll benefit and deduction amounts on a scheduled basis and backs up payroll tasks as needed.
3. Accurately files employee documents in designated section of employee personnel files.
4. Assists with recruiting functions which may include background checks, references, reviewing applications and scheduling interviews.
5. Compiles reports & responds to surveys and wage and employment verifications.
6. Oversees County training program by scheduling trainings and communicating trainings to employees among other duties.
7. Maintains compliance with federal and state regulations concerning employment.
8. Performs other administrative functions & projects as assigned.
9. Acts as backup for other Human Resources staff, as needed.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus

- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgment
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations to perform necessary job duties.

Required Education and Experience

1. High School Diploma or equivalent.
2. Valid Michigan Driver's license.

Preferred Education and Experience

1. One (1) year of experience in Human Resources or Finance.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____