

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: HUMAN RESOURCES ASSISTANT
DEPARTMENT: Human Resources
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT V (Computer, Office Machine Operation, Technician)

DATE WRITTEN: August 2011
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Human Resources Assistant for the Director of Human Resources, responsible for performing various administrative duties..

DUTIES:

Performs various administrative duties, including, but not limited to opening and sorting all incoming mail, creating/typing memorandums, creating and typing letters and other data of a confidential nature, processing bills, data collection, various reporting, employee assistance and overall assistance to the Director of Human Resources.

Facilitates and maintains communication between all departments

Responsible for daily, ongoing employee assistance calls and telephone/written employment verifications

Provides advice, assistance and follow-up on County policies, procedures and documentation

Prepares all materials for new employee orientation

Schedules and conducts all new employee orientations

Schedules all meetings, appointments and interviews for Director of Human Resources

Responsible for entire file systems within the department, including employee files

Responsible for county-wide communication/distribution from the Human Resources Department

Conducts all pre-employment testing

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Responsible for pre-employment and random drug-screen program

Responsible for initial receipt, tracking/data input and maintenance of all employment applications

Responsible for posting of all open positions within the county and employment advertising, once position moves outside of county

Responsible for preliminary employment investigations and applicable follow-up data, ie., thank you, no thank you letters, offer letters

Responsible for maintenance of the Human Resources Department website, i.e. updating available positions, employment application maintenance, special notations

Responsible for maintenance of Job Evaluation/Classification Program

Responsible for processing of all HR-related bills

Responsible for initial annual budget preparation

Responsible for ordering supplies and maintenance

Responsible for maintain employment handbooks

Responsible for maintenance of all group benefit programs, to include open enrollment and processing

Responsible for Employee Census Reporting

Serves as liaison between employee and insurance carriers

Responsible for compiling information for unemployment reports and submitting to Workforce One

Responsible for EEO-4 Reporting

Responsible for Worker's Compensation Quarterly Report, ensuring First Report of Injury is complete and submission of reports/billings

Responsible for completing Payroll Reports for Worker's Compensation Provider

Responsible for FMLA administration, which includes correspondence, tracking and maintaining up-to-date compliance

Responsible for completion of various surveys

Responsible for organizing, scheduling American Red Cross Blood Drive

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Responsible for maintenance for group EAP program

Any other inherited duties as assigned by Director of Human Resources

Provides back-up/coverage assistance for Executive Assistant for the Board of Commissioners in his/her absence

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor's Degree in Human Resources, Business or Management and a 6 months – 1 year experience in Human Resources or Associates Degree in Human Resources, Business or Management and a minimum of 3 years experience in Human Resources, or High School diploma or equivalent, 1-2 years of office administration experiences and 3-5 years prior working experience in a Human Resources Department/environment.

1-3 years prior secretarial/administrative/receptionist experience.

Working knowledge of standard office procedures, basic bookkeeping/accounting and computer literacy in office software, i.e. Word, Excel, PowerPoint, HRIS (Human Resources Information System) would be helpful, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy.

Knowledge of standard filing systems and ability to create and maintain accurate files and records.

Working knowledge of employment laws, policies and procedures

Ability to read, comprehend, retain and translate data to necessary form for various levels of communication.

Strong interpersonal skills. Ability to effectively communicate orally and in writing with employees, vendors, attorneys, Work Force Once, insurance companies, applicants, labor/Employment entities, newspapers for advertising and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone, with minimum supervision, with frequent distractions and interruptions.

Ability to multi-task, frequently.

Human resources/HRasst

Ability to competently serve customers/employees with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to maintain confidentiality of employee data, department information and records.

Judgment, originality and initiation are frequently necessary regarding employee assistance with employment policies, employee concerns and insurance issues. Guidelines are established for daily tasks; however, creativity may become necessary, dependent upon the area of concern. Frequently, issues and areas of concern are not necessarily *cut in stone*, then it becomes necessary to have the ability to provide employee satisfaction in the most, at time, adverse situations, i.e. insurance prescription programs, insurance billing issues/EOB's, individual departmental policies, FMLA. This individual has to have the ability to try and settle these ongoing issues prior to referring to the Director.

II. RESPONSIBILITY:

Acts independently and responsibly; using broad discretion and freedom in daily decision-making. Independent judgment is required in selecting the best practices and methods to employ to achieve desired results. Supervisory review is limited to unusual, atypical situations/concerns. Errors in judgments and/or performance of essential job requirements could result in embarrassment to department, insurance errors and payroll errors, loss of time and /or inconvenience to other departments or public.

III. PERSONAL RELATIONSHIPS:

Frequent interaction with Payroll, all employees, vendors, attorneys, Work Force One, insurance companies, applicants, Labor/Employment entities, newspapers for advertising and the general public for the purpose of explanation, rendering a service, coordination, carrying out policies and procedures, exchanging information, giving and receiving direction.

IV. WORKING ENVIRONMENT:

Incumbent performs duties in a general, pleasant office environment, normally seated, frequent walking, occasional lifting.

Required to attend job seminars and training, which may entail occasional overnight stay.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Human Resources Assistant for the LaPorte County Human Resources Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

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