

Human Resources Administrative Assistant – City of Port Aransas, Texas

Job Title: Human Resources Administrative Assistant

Department: City Administration

Reports To: Human Resources Director

FLSA Status: Non-exempt

Prepared By: Human Resources Director

Salary/Grade: 20

Date: 09/29/2021

Approved by: David Parsons, City Manager

Approved date: 09/29/2021

Summary: This position provides routine administrative, clerical, and employee service support to the Human Resources Department. This position works closely with the Human Resources Director to ensure accuracy and efficiency of all Human Resources programs.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Assists with general office duties including maintaining files and records, scanning, filing, copying, faxing, typing memos, letters and departmental correspondence, and data entry.
- Assists with annual open enrollment, wellness events, recruiting fairs and events, trainings, and other event setup and coordination.
- Assists with communication efforts regarding benefits, wellness, payroll, recruiting, and other HR functions to employees and retirees.
- Receives employment applications and logs into database.
- Arranges and conducts new employee onboarding processing including drug screening, paperwork, background reports, and various pre-employment screening setup.
- Acts as records coordinator for the department ensuring compliance and documentation is monitored and maintained appropriately.
- Assists worker's compensation claims including maintaining follow-up visits for employees, requesting necessary documents from treating physicians, and other items necessary for ongoing treatment.
- Responds to employment verification requests.
- Participates in administrative staff meetings and attends other meetings and seminars as required.
- Orders supplies and items for the department as needed or requested.
- Assists with special departmental projects, events, activities, and all other items as assigned or needed.
- Performs other duties as required or assigned

Supervisory Responsibilities: This position has no supervisory responsibilities.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and

assistance.

- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Teamwork* – Balances team and individual responsibilities; supports everyone’s efforts to succeed.
- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; Follows through on commitments
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality
- *Quantity* – Meets productivity standards; completes work in timely manner
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Diploma or GED.
- Knowledge of basic operational, technical, or office processes.
- Knowledge of the laws, statutes and regulations pertaining to benefits administration, retirement, Worker’s Compensation and unemployment insurance.
- Some knowledge and understanding of Federal Law and State statutes, and City ordinances related to human resource management, in particular FMLA, FLSA, ADA and Title VII.
- Ability to operate basic office equipment.
- Advanced interpersonal skill to handle sensitive and confidential situations and documents.
- Minimum of two (2) years of experience in an office or municipal environment is preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform the job successfully, an individual should display ability to type accurately, have knowledge of internet software and word processing software; spreadsheet software and databases, and other computer applications; Adobe knowledge preferred.

Certificates, Licenses, Registrations:

- Valid Texas Driver License in good standing and ability to maintain a good driving record while employed.
- Associate’s degree or equivalent in public or business administration, human resources, business management or any closely related field is preferred.
- Must be available for training/certification.

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

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here 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. Employees may be exposed to noise and a busy office environment. Work is normally performed inside in a well-lighted air-conditioned environment.

EMPLOYEE: _____

Date: _____