



HUMAN RESOURCES ASSISTANT
FLSA: Non-Exempt
Grade 20 \$36,220.04 - \$57,952.07

GENERAL DEFINITION

Performs responsible and independent administrative support work specific to the human resources functions of the City. Employees in this classification perform considerable records management work involving matters of a sensitive or otherwise confidential nature, requiring incumbent to exercise discretion in all matters concerning employee records administration. Work requires knowledge of general human resources regulatory standards governing employee records maintenance. Assists other department staff in human resources administrative support functions as directed.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides for front desk coverage and initial greeting and receipt of internal and external customers to the department.
- Prepares orientation packets and supporting information for processing and orienting new hires to City operations.
- Processes job applications; prepares tracking data associated with application processes; administers pre-employment testing.
- Maintains the City's advertisement activities for posting of new classifications and vacant positions.
- Performs a variety of general administrative support functions for the department, e.g., filing, copying, reception, word processing, mail receipt, and distribution.
- Performs employment verifications in accordance with regulatory requirements.
- Receives and responds to public records requests; provides information access in accordance with policies, procedures and established statutes/regulatory standards.

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- Coordinates risk management issues (claims, certificates of insurance) with insurance providers.
- Assists in other departmental responsibilities as necessary.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of records management and file maintenance principles and practices.
- Working knowledge of human resources administration principles and practices.
- Familiarity with standard computer applications, e.g., word processors, database applications, spreadsheet programs.
- Ability to operate a variety of current office technologies including, but not limited to, personal computers, copiers, telephones, and facsimile machines.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to work independently under limited supervision on routine tasks.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is

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performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication abilities.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school or GED Certificate and 3 years progressively responsible experience human resources administration experience in the records and administrative support functions of the work. An associate's degree may substitute for a portion of the required education, training, and experience.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date