



POSITION: Human Resources Assistant

LOCATION: Central Office Administration Building

TIME: Year Round (260 Days); 40 hours/week

REPORTS TO: Chief Financial Officer

POSITION SUMMARY:

The Human Resources Assistant provides administrative support to the district's human resources and business operations. This position performs a variety of personnel, clerical, and financial-related duties to ensure efficient functioning of payroll, benefits, employee onboarding/offboarding, employee issues and needs, recordkeeping, and compliance with district policies and state/federal regulations.

PERFORMANCE RESPONSIBILITIES:

- Post jobs in the District's job application system and any other outlets for job postings
- Assist with the onboarding and orientation process for new hires
- Add new hires and process terminations into payroll and timekeeping systems; enroll & terminate benefits
- Assist with employee benefit enrollment and changes
- Assist with FMLA, Workers Compensation, COBRA, Unemployment, Student Accident Insurance and ACA processes
- Assist with summer benefit billings and collections for school-year employees
- Assist with employee leaves of absence and absence tracking
- Respond to internal HR-related inquiries regarding policies, benefits, and procedures
- Assist with monthly insurance invoice reconciliations and payroll records
- Maintain confidential personnel files and records in compliance with applicable laws
- Rotate files & binders, sort and distribute mail daily, department filing as needed
- Backup payroll processor
- Other duties as assigned

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, detail-oriented, courtesy, good judgment, problem-solving, and ability to work cooperatively with others.

QUALIFICATIONS:

Ability To:

- Pay extreme attention to detail, ability to prioritize tasks and meet deadlines, set priorities & manage time effectively
- Possess strong organizational, communication, and interpersonal skills
- Maintain cooperative, effective, positive and productive relationships with those contacted in the course of work including co-workers
- Maintain confidentiality of records and personal information
- Understand and carry out oral and written communications and directions
- Develop, maintain, and articulate information using spreadsheets (Excel & Google Sheets)
- Work with and understand other Microsoft software programs, several various software programs and technology in general; working knowledge of financial systems, payroll, and human resources processes
- Effectively present information and respond to questions from groups of supervisors, employees, vendors, and the general public
- Develop and maintain strong working relationships with educational institutions/partnerships
- Work with basic mathematical concepts such as fractions, percentages, ratios, and proportions to practical problems

Experience:

- Prior job-related experiences, paid or voluntary, with human resources, accounting, customer service and/or office assistant experience

Education:

- High School Diploma required; Associate's Degree in business, accounting, or human resources preferred
- Background in school business, human resources and/or accounting strongly preferred

WORKING CONDITIONS:

Environment:

- Office/clerical

Physical Abilities:

- Hearing, speaking and seeing to communicate effectively
- Ability to reach over shoulders, above head, stoop and bend

COMPENSATION:

- Commensurate with experience (\$19.83 - \$23.19 per hour)
- Fringe benefits for the position include health benefits, dental, life, and vision coverage
- Paid Vacation/Sick/Holiday time