

HUMAN RESOURCES ASSISTANT

DISTINGUISHING FEATURES OF THIS CLASS: This is a senior clerical position in the human resources department of a large agency. The work involves complex clerical duties requiring a high degree of accuracy and confidentiality, and the facilitation of actions relating to the human resources function, including recruitment, benefits, payroll and HR information systems. The position is distinguished from other clerical positions in that the incumbent would be expected to independently perform administrative support tasks that require an understanding of HR laws, rules, policies and procedures. The incumbent would also be responsible for answering questions concerning the more routine and/or common aspects of the various laws, rules, policies and procedures. Complex decisions requiring in-depth analysis of those laws, rules, policies and procedures are relegated to the human resources officer administering the department. The incumbent works under the general supervision of a human resources officer or similar administrator. Supervision is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supports the human resources officer and performs complex, confidential administrative tasks;

Supports HR operations and day-to-day business activities, as per established standard operating procedures (SOPs), and in accordance with rules, laws and regulations;

Conducts research, and creates and maintains a variety of periodic statistical reports;

Assists with HR information systems, employee records management and general record-keeping, including licenses, certifications, and academic accreditation, in accordance with and regulatory requirements;

Supports all recruiting activities, including processing job vacancy requests, posting job vacancies to applicant tracking system and job boards, supporting departments in the applicant management process, and staff on-boarding;

Drafts general correspondence and announcements, and processes various forms and other documents related to human resources department activities;

Answers routine HR questions from current, former and prospective employees, as well as retirees, regarding employment policies, practices, procedures, benefits, and payroll;

Maintains the human resources department and advertising budgets, and is responsible for purchase orders and ordering supplies, including labor law posters;

Schedules meetings for human resources department functions;

Receives, routes and files correspondence, and other materials received by the human resources department, and is responsible for the distribution of various annual regulatory notices;

Assists in maintaining the Office of Personnel web pages, including training videos and FAQ's;

Other duties as assigned by the District Superintendent or their designee.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the laws, rules, policies and procedures of Human Resources operational processes; good knowledge of standard operating systems platforms utilizing word processing, spreadsheet software, HR information systems and applicant tracking systems; working knowledge of office terminology, procedures and equipment; working knowledge of business English and arithmetic; ability to prepare statistical reports; ability to establish and maintain an effective working relationship with others; ability to communicate effectively both orally and in writing; ability to follow complex oral and written directions; ability to maintain complex and confidential records; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Human Resources or a closely related field; **OR**
- B. Graduation from an accredited college or university with an Associate's degree and two (2) years of full-time paid or its part-time equivalent work experience in a human resources department or personnel office, one (1) year of which must have included providing information, assistance or guidance concerning human resources functions; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid or its part-time equivalent work experience in a human resources department or personnel office, one (1) year of which must have included providing information, assistance or guidance concerning human resources functions; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY
3602 HUM RS AST
Classification: Competitive
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Adopted: June 1, 2022