

5.19b Human Resource Assistant

Job Title:	Human Resource Assistant
FSLA Classification:	Non-Exempt
Department:	Center Administration
Supervisor:	Director of Human Resources

JOB SUMMARY:

Under the supervision of the Director of Human Resource, the Human Resource Assistant assists with the overall administration, coordination and evaluation of the human resource function.

ESSENTIAL FUNCTIONS:

- Assists with developing and administrating various human resources plans and procedures for all company personnel.
- Assists with planning, organizing and developing department goals, objectives and systems.
- Assists with implementing and annually updating compensation program; assist with rewriting job descriptions as necessary; assists with analyzing compensation; monitors the performance evaluation program and revises as necessary.
- Assists with developing, recommending and implementing personnel policies and procedures.
- Assists with the recruitment effort for all exempt and nonexempt personnel, students and temporary employees; new-employee orientations; monitors career-path program, employee relations counseling, outplacement counseling and exit interviewing; writes and places advertisements.
- Assists with establishing and maintaining department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains company organization charts and employee directory.
- Assists with evaluating reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Performs other incidental and related duties as required and assigned.
- Assist with payroll duties such as time-card management, vacation and sick time coordination and reimbursement allocations.

COMPETENCIES:

- Human Resources Capacity.
- Ethical Conduct.
- Strategic Thinking.
- Decision Making.
- Financial Management.

SUPERVISORY RESPONSIBILITY:

This position assists with the management of all employees of the organization, performance management and hiring of the employees.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 4:30 p.m.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or GED Certification as a minimum.
- An Associates, Bachelors or Master's degree within the field of human resources or human related field preferred.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.
- CPR-BLS Certified

PREFERRED QUALIFICATIONS:

- Two years of documented work within the Human Resource field
- Demonstrated PC skills in Word, Excel, and Microsoft Access.

Acknowledgment

I have read the above Human Resource Assistant job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of CVMS for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, CVMS reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at CVMS is “at will”, meaning that employment is for no definite period of time and may be terminated by me or CVMS at any time and for any reason.

Employee Signature

Date

CVMS Representative

Date