



JOB ANNOUNCEMENT

City of Treasure Island, Florida

HUMAN RESOURCES ASSISTANT

DEPARTMENT:	Human Resources	JOB TYPE:	Full Time – Non Exempt
SALARY:	\$17.29 - \$25.31/hour	PAY GRADE:	11
VACANCY DATE:	Immediate	CLOSING DATE:	Open Until Filled

GENERAL DESCRIPTION

This is a highly technical position responsible for complex administrative and analytical work assignments in a fast-paced Human Resources/Risk Management office. The incumbent receives both routine and special projects, and interacts with employees to explain and review personnel rules, regulations, benefits, and procedures. Requires considerable independent judgement, initiative, and tact when engaging with employees, other agencies, vendors, and the public. Work includes processing a variety of human resources and risk management transactions and maintaining department records according to applicable laws and retention rules. Discreetly handles and protects sensitive data and performs other miscellaneous clerical functions within the department. Responsible for maintaining confidential information, including medical and claims data and collective bargaining proposals and strategy, on behalf of the City. This position reports to the Human Resources Director.

ESSENTIAL JOB FUNCTIONS

- Processes personnel and insurance transactions with accuracy, completeness and compliance with labor contracts, personnel rules, regulations and procedures and deadlines.
- Maintains comprehensive personnel and benefit information files for applicants, current and past employees in accordance with regulatory requirements.
- Maintains comprehensive testing, employment, benefit, classification, pay or other personnel management records in accordance with regulatory requirements.
- Receives, processes, and retains a variety of personnel related documents and requests, including but not limited to annual leave requests, payroll documents, medical files, employee notices, evaluations, background screenings, and drug testing results.
- Posts prepared information regarding job openings and application procedures.
- Responsible for reviewing Time and Attendance entries against payroll policies and then processing payroll.
- Answers routine employee questions concerning employee benefits, union contract and Personnel Manual procedures and policies.
- Assists with preparing collective bargaining proposals and collects and maintains confidential bargaining data on behalf of the City.
- Prepares workers' compensation paperwork as directed and maintains accurate and appropriate files and documents relating to workers' compensation.

- Processes accident and incident forms and paperwork for all accidents and incidents.
- Processes purchase orders, invoices, and complex accounts payable spreadsheets.
- Performs copying, filing, scanning, answering phones, scheduling, and various other administrative duties as assigned.
- Must maintain confidentiality of the Human Resources Department.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

MINIMUM QUALIFICATIONS

- Must be eighteen years of age or older.
- High School diploma or an acceptable equivalency (GED).
- Two (2) years' experience in Human Resources; risk management, payroll, and benefits experience preferred.
- An equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have ability to adapt to a rapid change of assignments while maintaining close attention to detail, accuracy, and confidentiality.
- Must have ability to work independently, efficiently, and ability to properly prioritize duties.
- Knowledge of and the ability to research federal, state, and local regulatory requirements as they pertain to Human Resources and Risk Management.
- Ability to acquire knowledge of legal framework for personnel policies.
- Knowledge and strong proficiency in Microsoft Outlook, Excel, and Word.
- Knowledge of current personnel and benefits functions, collective bargaining procedures, including knowledge of handling of confidential data.
- Ability to work with sensitive issues and maintaining the integrity of the office in the absence of the Human Resources Director.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to communicate clearly, both verbally and in writing.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Driver License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to lift up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Work is performed primarily in an office environment with moderate noise levels and is occasionally subject to outside environmental conditions.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.