



HUMAN RESOURCES ASSISTANT

Salary Range: \$41,140-\$63,766 FLSA: Non-Exempt

Purpose of Classification:

The Human Resources Assistant supports a broad range of human resource functions, which - support the Tax Commissioner's Office. The HR Assistant will provide high quality administrative and HR support for the daily operational needs of the office under the direction and guidance of the Tax Commissioner and his/her designated HR Director, HR Manager, or HR Supervisor to maintain, update and deliver Office goals and objectives.

Essential Functions:

Must maintain the privacy and confidentiality of all HR information, data, records, systems, policies, files, reports, communications, systems, etc. in performing the job responsibilities

Work closely with the HR management team to support human resource activities, training and development and other projects as assigned

Maintains accurate and up-to-date human resource files, records, and documentation and conducts periodic audits.

Maintains calendar for assigned area; schedules appointments, meetings, training, or other activities to include interviews, assessments, etc.

Answers frequently asked questions from applicants and employees relative to payroll, standard policies, benefits, hiring processes, etc.; refers more complex questions to HR Manager.

Registers and follows up on participants for training programs when approved

Conducts or assists with new hire orientation and onboarding of qualified applicants

Enters and verifies new hire and personnel changes in HRIS and moves paperwork through the process until complete.

Reviews, files, and sorts of documents as requested by manager.

Process documents for internal transfers/promotions using various software and computer systems

Review and ensure the accuracy and timeliness of payroll daily, communicate errors or questions to management

Maintains employee information by entering and updating employment and status-change data.

Recruit and effectively assist efforts to post jobs internally and externally as needed.

Maintains HR databases (KRONOS and CV360)

Any other duties as assigned



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Minimum Qualifications:

- Minimum of 2 years' experience in an HR titled position
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Possess strong interpersonal skills and have a teamwork mentality
- Be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
- Be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
- Be able to prioritize and plan work activities as to use time efficiently
- Be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- Demonstrated knowledge of federal and state legislation and regulations governing human resources functions including the Fair Labor Act, EEO, Worker's Comp, and FMLA
- Results oriented professional who can make a difference; an individual who takes initiative, makes things happen, accepts accountability, has a can-do attitude and a strong sense of urgency
- Creative and flexible in attitude and style to adapt to new situations in a rapidly changing environment
- Keep immediate manager informed of significant problems that can potentially jeopardize the achievement of objectives
- Must be honest and trustworthy, meet high character standards, values, morals, etc.

Preferred Qualifications:

- Associate/Bachelor's degree in HR or comparable subject
- Minimum of 1-year experience processing payroll in a KRONOS environment