



**ANNOUNCEMENT OF
OPEN POSITION**

**POSTED INTERNALLY:
JUNE 29, 2018**

POSITION: HUMAN RESOURCES ASSISTANT
RESPONSIBLE TO: BENEFITS ADMINISTRATOR
LOCATION: ADMINISTRATION
GRADE: 5/NON-EXEMPT

QUALIFICATIONS:

- High School Diploma/GED and a Business Certificate or some college.
- A minimum of 12 months administrative experience in an office environment.
- Must be proficient in the use of general office equipment
- Knowledge of Microsoft Word and Excel.
- Good oral and written communication skills and the ability to interact with all levels of staff and public are required.
- Must be able to work independently and have an attention to detail.
- Familiarity with a multi-line phone system helpful.

RESPONSIBILITIES:

This position has responsibilities to assist human resources department in carrying out various programs and procedures.

1. Maintains Driver's files and ensure documentation meets DOT standards for audits. Work in conjunction with HR staff, Transportation Department and Centro to ensure the driver roster is updated with accurate listing of drivers; maintains drivers' physical and personnel files to ensure accuracy and order of information.
2. Ensure accuracy of records for preparation and participation of the annual 19-A audit for Drivers.
3. Schedule all annual, post-accident and random physicals with IMA and appropriate programs. Maintain database to track and update information. Maintain records for follow-up physicals for all staff requiring physicals. Review paperwork to ensure appropriate signatures, dates, and other pertinent data is complete on records.
4. Maintain and track all Head Start/Early Head Start Staff fingerprints. Maintain verification documentation.

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5. Maintain and track all Head Start and Early Head Start SCR clearance letters. Keep records current and updated.
6. Set up new employee files in accordance to how designated. Maintain and manage all employees' files to ensure that documents are filed appropriately and according to designation for audits. Work with auditors to pull files and provide documentation from file records as requested.
7. May assist HR Director, HR Recruiter and Benefits Administrator with tasks specific to the area, i.e.: letters, memos and other correspondence; employment verification; checking records and other information; assisting with orientation.
8. Maintain and update information on TA Trainees. Maintain personnel files, follow-up on references, SCRs and fingerprints. Maintain log and send out to Site Supervisors.
9. Act as back-up for front desk receptionist daily breaks and fill-in for receptionist for absences and vacation. Assist with out-going mail stamps and drop-off.
10. Take daily deposits to bank.
11. Maintain confidentiality.
12. Perform all other duties as assigned.
13. Adhere to relevant health and safety polices and procedures

EQUAL OPPORTUNITY EMPLOYER