

CITY OF GAHANNA

JOB DESCRIPTION

Job Title: Administrative Assistant Human Resources	Job Code:
Department: Human Resources	Salary Range: \$35,000--\$50,000 Annually
Location: City Hall Main Building, Human Resources Department	FLSA/Civil Service: Exempt Non-Civil Serv.
Revised New X	Effective Date: 1/01/2003

A. **BASIC FUNCTION** (Primary purpose of this job): Supports Director of Human Resources by performing difficult skilled clerical and administrative work as well as assisting with a variety of office assistance and program administrative tasks.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES** (List in order of importance. *Indicate essential duties and responsibilities with an asterisk.* Show percentage of time. Time and importance may not necessarily correspond.):

DUTIES & RESPONSIBILITIES	%
1. Exercises independent thinking and responsibility by taking care of employees initial questions regarding benefits, FMLA, policies and procedures, COBRA, and various other Human Resources issues; recognizes when the situation has escalated to a point where the Director of HR is to be involved; *	10%
2. Maintains and audits on a regular basis all employee files, medical files, FMLA files, COBRA files, and worker's compensation files as well as the I-9 binder to insure compliance; tracks various items, including certifications, updated driver's licenses, updated emergency information, updated addresses, etc.; *	5%
3. Assists Director of Human Resources with all projects, presentations, reports, and forms utilizing Microsoft Office Suite;*	10%
4. Assists Director of Human Resources with program administration; compiling complex information; coordinating services and programs; preparing correspondence and reports; maintaining records and files; assisting the public; *	10%
5. Manages the application process for the Civil Service Commission;	5%
6. Assists all applicants to the City of Gahanna, maintains the applications in an orderly fashion, and tracks EEOC information for the bi-annual EEO-4 report;	5%
7. Transcribes minutes accurately for all Human Resource meetings where requested by Director of Human Resources (i.e. labor management meetings);	5%
8. Assists Director of Human Resources with the establishment and implementation of department policies and procedures;	5%
9. Assists with recruiting process including placing ads, scheduling interviews, and checking references of candidates; *	5%
10. Assists with initial new hire orientation process including explaining all paperwork and benefits and ensuring new employees have completed all paperwork in appropriate time frames; assists with follow up training on all new hires and ensures that the training is being completed*	5%
11. Assists with the development of the Department's operating and capital improvements budget and helps monitor expenditures;	5%
12. Maintains the Human Resources Department's stability, confidentiality, and excellent customer service at all times including when the Director of Human Resources is attending meetings or off grounds by answering all questions and giving assistance, researching issues, and providing input where needed; *	10%
13. Provides assistance and/or training to other departments on various human resources projects and activities when required by supervisor;	5%
14. Manages entire benefit process including open enrollment, sending enrollment forms to appropriate vendor, and helping employees resolve minor issues; *	5%
15. Helps manage the worker's compensation program by obtaining on-the-job accident reports on a timely basis and ensures employees have proper information as well as monitors the injury should the employee require medical attention and lost time;	5%
16. Performs all other duties as assigned by supervisor.	5%

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Minimum 3 -- 5 years of hands on Human Resources experience.
- Comprehensive and proven knowledge of FMLA, COBRA, FLSA, EEOC, BWC, and prior benefits counseling experience.
- Prior experience with an HRIS system, and proven abilities with Microsoft Office Suite.
- Proven ability to speak and write effectively both orally and in written form (including electronically), short hand a plus.
- Proven ability to establish and maintain effective working relationships with other employees, management, and the general public.
- Minimum of an Associate's Degree from an accredited institution with major coursework in Human Resources or Business Administration.

EXHIBIT A

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid	Percent of Time	Speed Required
Desktop and/or laptop computer along with all related equipment	60%	45 WPM
Standard telephone with voicemail capability	30%	N/A
Typewriter	5%	45 WPM
Fax, copier, and printers	5%	N/A

E. **ESSENTIAL REQUIREMENTS OF POSITION:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motion stooping, reaching, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surrounding and activities the worker is subject to inside and outside environmental conditions.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): Due to working in the Human Resources Department, there is a medium to high degree of accountability as most of the Department relates directly to the employees and various confidential issues. Errors in judgment and/or legal difficulties will be dealt with directly by the Director of Human Resources.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.): Will regularly be in contact with all of the employees, including upper management within the City of Gahanna as well as external customers.

H. **SUPERVISION RECEIVED:** Reports directly to the Director of Human Resources. Supervision received is general.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly: 0 Indirectly: 0

Prepared by:	Date:
Approvals: Supervisor/Manager:	Date:
Director:	Date:
Human Resources:	Date:
I understand the above job description details my current job duties:	Date:
Employee Signature	