

Position Title: Human Resources Assistant
Supervisor: Human Resources Director
Reports to: Human Resources Director
Supervises: N/A

Work Hours: This position typically works 37.5 hours per work week. Normal work hours are 8:00am – 4:30pm with a one-hour lunch. Additional work hours may be required for travel or events. The position is hourly, non-exempt, starting at \$18/hr.

Position Summary: Assists the HR Director in various functions such as maintaining employee records, coordinating recruitment activities, event planning, scheduling, and communicating with applicants and employees.

Essential Duties, including but not limited to:

- Assist in maintaining accurate and up-to-date employee records, including personal information, employment history, and training records.
- Assist in coordinating recruitment efforts, including scheduling interviews, conducting interviews, and assisting with onboarding of new hires.
- Assist in organizing and conducting employee training and development programs.
- Support the performance management process by maintaining performance appraisal records and assisting in the preparation of performance review documents.
- Assist in the coordination of employee benefits programs, including enrollment, changes, and inquiries.
- Maintain confidentiality and handle sensitive information with discretion and professionalism.
- Contribute to the continuous improvement of HR processes and procedures.
- Assists with reporting for HR metrics.
- Assists with leave statuses, FMLA, STD, and Workers Comp.
- Backup timesheet review and payroll support.
- Assists with investigations and corrective action policy.
- Assist in communicating with constituents and employees as needed.
- Performs related tasks as required.

Knowledge, Skills and Abilities: An individual must be able to perform each essential duty satisfactorily. Ability to read, analyze, and interpret complex documents. Excellent organizational skills and ability to manage multiple tasks with competing priorities. Strong attention to detail and accuracy in data entry and record-keeping. Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint) and HR software systems. Customer-focused mindset and ability to provide exceptional service to employees. Minimum of 1 year of work in a fast-paced office setting.

Not Required but Preferred: 1-2 years' experience in a HR setting.



Education/Experience: High school diploma or equivalent; associate degree in human resources or a related field is preferred.

Additional Requirements: Valid Driver's License.

General Physical Requirements (Based on average workday essential functions)

Please check ONE description of general physical requirements that best represents the job duty requirements of the position:

- A. Sedentary work:** May be required to exert a nominal amount of force to lift, up to, 10 pounds and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work consists of spending most of the time sitting; walking/standing are only required occasionally on a situational basis.
- B. Light-Work/Light-Duty:** Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the exertion of force required by the job duties exceeds that of Sedentary Work and the worker still spends most of their time seated, the job is characterized as light-work/light-duty.
- C. Medium-Duty:** May be required to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently. On a more regular basis, the worker may be required to constantly exert up to 10 pounds of force to move objects.
- D. Heavy-duty:** May be required to exert up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently. On a more regular basis, the worker may be required to exert up to 20 pounds of force constantly to move objects.
- E. Very Heavy-Duty:** May be required to exert more than 100 pounds of force occasionally, and/or in excess of 50 pounds constantly to move objects.

Use the following checklists to analyze the demands of the particular job listed at the top of the page. In order to assess the extent to which an activity is required in the job, rate each activity on a scale of 1-5. Place the score in each designated blank next to the activity. Refer to the rating scale provided below as a guide to correctly filling out the checklist.

Rating Scale:

1	2 (Minor)	3 (Moderate)	4 (Moderately-High)	5 (Major)
Activity or condition is	Activity or condition is a minor	Activity or condition exists on a more	Activity or condition exists very frequently	Activity or condition is a major work



rarely present, if at all.	requirement that exists less than 25% of work time.	frequent basis between 25%-50% of work time.	and constitutes a significant portion of the job. Exceeds 50% of your worktime.	function and is constantly required or present on a daily basis and exceeds 75% of your work time.
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Physical Demand (based on average workday)

	<u>Rate</u>		
Standing	<u>3</u>	Working above shoulder/chest level	<u>1</u>
Walking	<u>3</u>	Working below waist level	<u>1</u>
Sitting	<u>4</u>	Repetitive gripping (full hand)	<u>1</u>
		Turning/Twisting	<u>1</u>
Lifting	<u>2</u>	Bending at the waist	<u>1</u>
Carrying	<u>2</u>	Kneeling/crouching	<u>1</u>
Pushing/Pulling	<u>2</u>	Typing/Keyboard	<u>5</u>
		Handwriting	<u>5</u>
Stairs	<u>1</u>	Telephone Use	<u>5</u>
Ladders	<u>1</u>	Other _____ %	<u> </u>

Comments:

Completed by: Jessica Coffey, 3/31/25