

City of Dunedin, Florida
Class Description

Position Title: **HR/Risk Management Assistant**
Human Resources & Risk Management Department

GENERAL DESCRIPTION OF DUTIES

Under general supervision, performs routine to moderately difficult administrative, human resources and risk management duties to support the department director and staff. Duties include but are not limited to assistance with risk management processes, recruitment, employee on/offboarding and training coordination, maintaining department's inventory of office supplies and equipment, maintaining online financial records, establishing and maintaining filing systems. Performs other related work as directed. This is a confidential position which requires discretion, excellent customer service skills, tact and some degree of independent decision making for routine tasks. This position reports to the Director of Human Resources & Risk Management.

SPECIFIC DUTIES AND RESPONSIBILITIES

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Administrative Duties

- Maintains personnel files with confidentiality.
- Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person and/or department.
- Greets office visitors and responds to general inquiries; opens and distributes daily mail, handles routine correspondence.
- Maintains and updates director's calendar as needed; keeps staff apprised of schedule changes.
- Distributes and/or transmits correspondence using a variety of media including inter-office mail, emails, faxes and/or regular mail.
- Tracks and maintains department office supplies budget, project and/or other budget funding as directed.
- Makes purchasing card payments to providers via phone/internet.
- Maintains Workplace Compliance Posters for all city buildings.
- Creates City ID cards and maintains employee photo database.
- Assists with the coordination and preparation of various Department and Committee/Board meetings.
- May attend Board or Committee meetings as needed; prepares and distributes meeting minutes.
- Researches, compiles and maintains data/records of a routine to moderate level of difficulty.

- Performs computer data entry to record and retrieve department data; creates and maintains spreadsheets and files as needed.
- Scans and files all employee personnel files into computer database.
- Ensures the proper and prompt maintenance of office equipment as needed.
- Assists with Departmental audits.
- Completes reports, surveys, and other related assignments as required.
- Develops and maintains standard operating procedures for position.
- Processes department purchasing/budget requests and invoices for approval and payment: reconciles bills and prepares requests for payments to providers.
- Performs data entry into the City's Enterprise Resource Planning (ERP) system to enter Purchase Orders, invoices/budget items and completes other functions as needed.

Recruitment/Hiring

- Serves as primary contact for hiring managers throughout recruitment and selection process.
- Develops job postings; advertises/posts position openings.
- Pre-screens applications for completeness and qualifications; submits position eligibility certification lists for review.
- Communicates with job applicants; responds to inquiries; sends status notices; assists with conditional job offer letters.

Onboarding

- Coordinates pre-employment physicals/drug screens and conducts background checks of candidates selected for hire.
- Maintains I-9 forms folder; coordinates periodic audits.
- Processes new hire I-9 forms through E-Verify tracking system.
- Coordinates and assists with new hire onboarding and new employee orientation
- Reviews/processes new hire paperwork, according to established checklists; makes related entries in City's HRIS, applicant tracking system, and monthly operations report; creates personnel files.

Continuing and End of Employment

- Processes and tracks employee evaluations/merit increases.
- Logs, reviews, routes, scans, and distributes all employee performance evaluation forms and Personnel Action Request (PAR) forms; calculates pay rate adjustments.
- Reviews/processes end of employment paperwork; makes related entries in HRIS, off boarding system, operations report, and personnel file.
- Schedules exit interviews for separating employees; initiates exit interview paperwork to separating employees.
- Prepares and tracks all PARs.

Employee Relations, Training and Other Activities

- Coordinates quarterly luncheons with the City Manager, appointments with Retirement plan providers.
- Coordinates Citywide training registration and room reservations.

- Assists with the planning, coordination and implementation of various special events such as lunch 'n learns and annual HR events, including but not limited to Lunch with the City Manager, Benefits Open Enrollment, the annual Employee Recognition Picnic, Public Service Recognition Week, Take Our Children to Work Day, Wellness Fair, Wellness program activities, etc.
- Oversees anniversary milestone program, including anniversary reports and card distribution.
- Works with City Clerk's office to update & maintain the Commission's Orientation Manual.
- Participates in the implementation and administration of the City's Human Resources Information Systems (HRIS) to include system testing, problem resolution, and report preparation.

Risk Management:

- Conducts initial workers compensation intake utilizing an online platform.
- Conducts initial liability claims intake; sends information to third party administrator through email.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs routine clerical duties, including copying and filing documents, collating materials, running errands, faxing/scanning/emailing information, etc.
- Updates and maintains various HR/Risk Management forms.
- Serves on employee activities committee(s) and/or other city committees as directed.
- Processes Public Records Requests as assigned.
- Manages or assists with special projects and related duties as assigned or required.
- Assists with city hall receptionist duties as needed.
- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalency, supplemented by a minimum of three years of verifiable work experience in human resources or other administrative/clerical work. College coursework in Human Resources, Risk Management, Public/Business Administration or closely-related field is desirable.

Intermediate to advanced proficiency with the Microsoft Office Suite is required, with proficiency in the use of information systems software. Experience using Human Resources Information Systems (HRIS) and/or applicant maintenance software is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Must possess a valid Florida driver's license.

Work experience in a governmental entity is preferred.

Completed Incident Command Systems (ICS) courses through the National Incident Management System (NIMS), or the ability to complete the required courses within one year of hire is required.

This position is Category C for the purposes of Dunedin Emergency Management. Employees in this category may be assigned to work as variety of schedules including compulsory work periods in special, emergency and/or disaster situations.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the position. Knowledge of the principles and practices of Human Resources administration, particularly as they relate to recruitment, training, employee relations and benefit activities. Knowledge of personnel and payroll administrative policies and procedures, including the Florida Sunshine and Public Records Laws. Has a working knowledge of how to effectively support a department director and other administrative staff. Has general knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Must possess the ability to quickly and independently learn new software. Is skilled in applying attention to detail as necessary in preparing related documents such as personnel action request forms, reports and correspondence. Has excellent administrative, coordination, and interpersonal skills. Is able to multi-task while working with tight deadlines and shifting priorities. Is able to assist and support to co-workers as necessary. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Must be able to maintain confidentiality as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision, to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. This position requires regular work attendance and the ability to arrive punctually for designated work schedule. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Is able to research, organize and utilize information necessary in the preparation of documents using a variety of software including Microsoft Office products (Word, Outlook, Excel, PowerPoint, and Publisher). Must be able to comprehend, interpret and apply regulations, procedures and related information.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining

information or clarifying details. Performs such within well-established policies, procedures and standards. Must possess excellent customer service skills and be able to establish and maintain effective and cooperative working relationships with supervisors, department co-workers, other employees, members of the public and those contacted in the course of work. Skill in dealing tactfully and professionally with internal and external customers, including distraught, discourteous or irritated customers. Must be willing and able to perform duties with the utmost integrity and in the best interest of the department and City.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax/scanning machine, recording equipment, calculator, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Excellent use of business English, spelling, punctuation, grammar, style and diction. Is able to clearly communicate and understand information in English, both orally and in writing. Fluency in a foreign language is helpful, but not required.

Mathematical Aptitude: Requires the ability to accurately perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Use critical thinking skills to arrive at solutions and suggest improvements to processes.

ADA Compliance

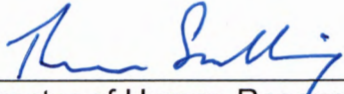
Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral and verbal communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks will require extensive use of computers.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:



Director of Human Resources & Risk Management



Date