

Job Description



Job Title: Human Resources Assistant

Job Code: 900720

Job Family: Administrative

Pay Grade: JC.14.14

FLSA: Non-Exempt

EEO: Office-Clerical

Department/Agency: Human Resources

Position Number(s): Multiple

Recommended Position Title(s): Human Resources Assistant

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Coordinates general administration and program compliance with the Family and Medical Leave Act (FMLA) using standing work instructions, procedures, and general direction and guidance from HR leadership and the Legal Department; processes Family Medical Leave (FML) requests including creation and routine modification of notification responses and related communication; performs administrative aspects of FMLA requests to include tracking leave used and correcting leave related records as directed; tracks medical documentation for timely submission and review; independently approves and/or denies routine FMLA requests based on relevant medical information and standing work instructions; coordinates and organizes medical information and ensures that employee privacy guidelines are executed; produces reporting metrics and analytics for FMLA; monitors compliance status and provides information regarding cases of non-compliance; reconciles information and reports to identify opportunities for coordination of claims for Sick Disability Pay benefits and FMLA and provides information for follow-up to the HR Partner or Manager.
- Provides administrative support for various recruitment efforts and processes; initiates job postings using existing templates or copying previous postings for routine job opportunities; coordinates placement of additional advertisements; assists applicants with the application process and answers related inquiries; sends authorization and release forms to applicants and monitors status of requested forms; submits and documents pre-employment and ongoing background checks; evaluates outcome of background results for routine items; performs reference checks and notifies HR Partner or Manager of items requiring further review or evaluation; notifies personnel payroll representatives of employment record status for hiring; registers new hires into new employee orientation; scans and retains interview notes and other recruitment records.

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- Performs record-keeping and completes routine transactions utilizing our Human Resources Information Systems (HRIS) to maintain employee data, HR metrics, and other data with a high level of attention to detail; notifies HRIS specialist of non-routine, unique, or complex requests to enter or update information; creates and maintains spreadsheets, databases, and other documents to organize information; processes and distributes routine reports and queries utilizing various reporting tools; notifies HRIS specialist or Manager of new report and report modification requests; assists in quality reviews and verification of data; advises management of anomalies and discrepancies.
- Provides support in the administration of various Human Resources processes and special projects, including routine clerical or administrative support to various HR staff; provides routine and basic staff support with common computer, office equipment, or technology problems; completes tasks associated with various HR programs, such as coordination of processes related to the drug and alcohol screening program; answers phones, refers calls, provides information in response to phone, email, and in-person inquiries related to a variety of topics including Family Medical Leave, recruitment status, application process, and timesheets; greets visitors; assists employees and applicants with the completion of routine forms and documents; creates and modifies standard correspondence; conducts tasks associated with department payroll processing including maintenance of attendance and leave tracking records; maintains paper and electronic files; copies, scans, prints, and collates documents.
- Reconciles ledgers; gathers data for use by others in preparing budget; prepares a wide variety of routine accounting forms; identifies discrepancies in budget and account information and makes corrections; collects required documents for financial and budget activities; enters data and completes routine financial transactions, including preparation of disbursement forms for routing and approval; verifies request for goods and services against County contracts and funding sources; orders routine goods, services, and equipment and follows-up/resolves discrepancies and ensures appropriate routing and approval of purchase requests; maintains inventory and other related records for equipment and technology resources; requests informal bids and information pertaining to requests for services or goods.
- Schedules and coordinates logistics, information, and resources for special events, meetings, trainings, interviews, and other functions.
- Provides input on various HR processes and procedures for use in updating and creating training programs; provides training and support to personnel payroll representatives and users on routine topics, such as how to enter data and process transactions in various HR systems; acts as a back-up to other administrative positions.
- Reviews Employment Eligibility Forms (Form I-9) and other HR documentation to identify items requiring follow-up; coordinates the correction of routine discrepancies and notifies HR Manager of other items requiring attention; tracks items for follow-up including recertification; reminds employees of the need to provide recertification documents and coordinates the process for form completion.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High School Diploma or equivalent and two years of administrative support experience is required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

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Preferred Job Requirements:

Associate's degree in Business Administration, Human Resources, or related field and administrative support experience in Human Resources, specifically support for recruitment processes, Family Medical Leave processing, and Human Resources Information Systems data entry is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.