



Monterey Regional Waste Management District

Job Description

Position:	Human Resources Assistant	Pay Range:	\$21.63 - \$27.59 (6 steps)
Exempt Status:	Non-Exempt	Barg. Unit:	None (At-Will)
Position Status	Limited-Term/Temporary	Reports to:	Human Resources Manager
Department:	Human Resources	Approved:	May, 2015

DEFINITION

This is a multi-functional position which provides administrative and clerical support to the Human Resources and Safety functions.

ESSENTIAL FUNCTIONS

- Perform a variety of clerical and administrative tasks utilizing MS Office software with minimal instruction and supervision
- Ability to operate computer and office equipment and machines
- Ability to sit for prolonged periods of time (2+ hours)
- Ability to stand for prolonged period of time (2+ hours)
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles.
- Ability to read, write and speak fluent English
- Ability to read, write and speak fluent Spanish

EXAMPLES OF DUTIES

Performs a variety of recordkeeping/filing functions. Performs a variety of administrative tasks, which may be complex and/or confidential, including:

- Provide clerical support to Safety Manager or designee and HR Manager with training coordination, workers' compensation claims processing and monitoring, schedule safety meetings, etc.
- Provide data entry for all training, injuries and incidents
- Provide clerical support for all Safety Programs
- Typing letters and other general correspondence
- Scheduling and planning special events, meetings, and/or conferences by making room arrangements, developing announcements, flyers, etc., and ensuring equipment and supplies are available
- Researches and responds to questions from employees, supervisors and other managers regarding HR and Safety programs, policies and/or procedures
- Assists HR Coordinator with recruitment process by creating new employee files and application packets, posting job openings, coordinate interviews, process new hire paperwork, maintain and track appropriate records for EEO compliance and assist with new employee benefit enrollments
- Performs data entry in HRIS for new hires, terminations, performance evaluations and other employee changes
- Provides back-up coverage for the Administrative Support Specialist(s), as assigned.
- Any other duties as assigned by HR Manager, Safety Manager or designee.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Human Resources functions and processes
- Safety regulations and processes; workers' compensation regulations and processes
- Establishing and maintenance of record keeping and information retrieval systems
- Modern office methods, procedures and equipment
- Proper English usage, grammar, punctuation and composition
- Proper Spanish usage, grammar, punctuation and composition
- Sound customer service practices and procedures
- Intermediate knowledge of MS Office Suite: Word, Excel, PowerPoint, Outlook
- Basic accounting and statistical record keeping

Ability to:

- Perform a wide variety of complex and specialized administrative support tasks
- Interpret, explain and apply policies, rules and regulations
- Maintain standards of confidentiality
- Gather, organize, analyze and present a variety of data and information
- Prepare clear, concise, and accurate records and reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships
- Apply sound judgement in a variety of circumstances with or without specific instructions
- Adhere to an assigned work schedule and meet District attendance standards

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of varied and responsible experience in Human Resources or Administrative Support function. High School diploma required. Associates or Bachelor's degree in human resources or related field desired.

Special Requirements:

Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles, are conditions of employment.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 25 pounds without assistance and lift and move

heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Mental Demands - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

Work Environment - Normally work is performed in an office environment; some exposure to outdoor conditions; continuous contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print