

JOB DESCRIPTION

Job Title: Human Resources Assistant
Department: Administration
Reports to: Human Resources Director
FLSA Status: Non-Exempt

This position is directly responsible for assisting the HR Director in the overall administration, coordination and evaluation of the human resource function. The assistant will provide clerical support to the HR department and employees regarding human resources related activities, policies, processes and procedures. The assistant will help the HR Director maintain compliance with employment laws and keep updated with changing laws, policies, and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Report to the HR Director regarding job description, specific duties and matters of personnel policy related to own employment
- Help manage the employee database and various reports
- Become familiar with all Alpha Resource Center policies and procedures
- Assist with HR matters, including staffing, worker's compensation, and benefits questions.
- Assist with the recruiting and hiring process, including screening candidates and scheduling interviews.
- Conduct new hire orientation and benefits orientation for staff
- Assist with planning and coordinating safety trainings, etc.
- Review and reconcile benefits billing with our current enrollment
- Identify and recommend systems/procedures to improve office efficiency and organization
- Promote a safe and healthy work environment
- Special projects as needed

SUPERVISORY RESPONSIBILITIES

None

HOURS OF WORK

Work hours will be fixed per the demands of the department. Regular attendance, punctuality and diligent work performance are expected and required.

Attendance at departmental meetings and general staff meetings is expected.

QUALIFICATIONS

The employee must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the employee in those areas where appropriate.

Eligible to work in the United States

Must pass pre-employment background check and health/TB screenings

Valid CA driver license, reliable personal vehicle with evidence of insurance

Excellent written, verbal and social communication skills

Ability to work independently as well as part of a team

Flexibility, willingness to learn and take initiative on a variety of tasks and projects

Approachable and appropriate interacting with staff, participants and vendors at all levels

Highly professional and able to use good judgement

Demonstrated ability to be organized, proactive, and results driven

Ability to maintain a high level of confidentiality and sensitivity

Must be able to establish rapport and communicate with people of diverse cultural, educational, mental and physical ability

EDUCATION and/or EXPERIENCE

High school diploma and at least 2+ years of administrative experience required. 1 year of experience of HR experience desired, but not required. Proficiency with Microsoft Office applications. Ability to learn new computer programs/databases.

LANGUAGE SKILLS

Must be able to read and speak English and Spanish. The ability to communicate information to other employees, clients, as well as management in a clear and concise manner is essential.

REASONING ABILITY

Employee is able to apply common sense understanding to carry out instructions, either written, oral, or diagram form. Must possess the ability to deal with problems involving several variables in any standardized situation. Must be able to prioritize tasks and activities in a manner consistent with direction from supervisor.

PHYSICAL DEMANDS

The employee must have the upper body strength to be able to safely lift and/or move up to 35 lbs. Employee must be able to bend, squat, push, pull, and climb stairs.

The employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands to handle or feel equipment, paper, or files. The employee must be able to operate a computer keyboard as well as see a computer monitor display screen. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, enter data into a computer, adequate hearing and verbal communication skills to conduct conversations (in person or on the telephone) and interact with staff and others to perform duties.

WORK ENVIRONMENT

The work environment would be generally described as an office setting. Occasional trips off-site to other locations are required. The ability to move within all of these areas is required in the execution of the employee’s functional activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and the illumination of the work area is primarily with fluorescent artificial lighting.

EMPLOYEE PRINT NAME	SIGNATURE	DATE
SUPERVISOR PRINT NAME	SIGNATURE	DATE

Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.