


JOB DESCRIPTION

Human Resources Assistant

Date of Last Revision: May 2023

	DEPARTMENT	Office of the First Selectman		
	REPORTS TO	First Selectman		
	FLSA STATUS	Non-Exempt, Part-Time		
	POSITION TYPE	Non-Union	PAY GRADE	3

POSITION OVERVIEW

Under the direction of the First Selectman, the Human Resources Assistant is responsible for performing a variety of administrative, technical, and professional work in the various areas of Human Resources (HR), including employee classification, compensation, recruitment, recommendation for selection, and operations. This position is also responsible for providing administrative support to the Operations Director and First Selectman.

ESSENTIAL JOB FUNCTIONS

- Plans, administers and delivers a wide range of Human Resources services to Town departments and employees.
- Communicates with employees, departments, applicants and the public for the purpose of providing information and assistance concerning employment, procedures, personnel records and related legal requirements.
- Maintains and processes confidential, sensitive information including benefits enrollment forms, employee evaluations, and EEO information.
- Assists in the collection, preparation, and review of data for reports, proposals and other formal written communications and ensures that all reports and correspondence achieve a high level of quality.
- Manages full life-cycle recruitment function for assigned divisions.
- Assists in compensation and classification studies by performing research on plan design.
- Works with a variety of stakeholders to ensure accurate personnel information pertaining to benefits payments, enrollment, and reconciliation of third-party vendor billing.
- Maintains a variety of employment files and records, compiling pertinent employee information for the purpose of ensuring accuracy of employee files.
- Processes and completes personnel forms as necessary on new and terminating employees.
- Works collaboratively with Finance to ensure databases are maintained accurately.
- Gathers and compiles information from a wide variety of sources and prepares reports utilizing various software programs.
- Learns, interprets, and applies pertinent federal, state and local employment laws, codes, and regulations including administrative and departmental policies and procedures.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems.
- Administers benefits programs by enrolling, transferring, and terminating employee's benefits.
- Manages correspondence to all stakeholders on all new benefits and incentives.
- Assists in managing worker's compensation programs, COBRA, flexible spending accounts, medical, dental, wellness and life insurance programs, affordable care act and family medical leave act issues.
- Performs administrative assistant functions for the department by greeting guests, disseminating information and maintenance of records.
- Provides second-level backup to Payroll.
- Assists in maintaining the Town's HR website and makes recommendations for improvements.
- Acts as frontline staff in receiving employee relations issues.
- Demonstrates continuous effort to improve division and/or department operations, decrease

turnaround times, streamline work processes and work cooperatively to provide quality customer service.

ADDITIONAL JOB FUNCTIONS

- Maintains safe working conditions and report any incidence which might conflict with the compliance of Town safety procedures and policies.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principles, practices, laws, regulations, and procedures of human resources management.
- Employee classification, compensation, benefits, recruitment, selection, and training.
- Federal, State, and local laws pertaining to human resources and labor issues, including but not limited to ADA, FMLA, FLSA, EEO, OSHA, etc.
- Risk management, safety practices and wellness initiatives.
- Human Resources Information Systems (HRIS).

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise, and accurate reports either orally or in writing.
- Work hours beyond the regularly scheduled workday when needed.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associate degree required and/or Four Years of Human Resources experience required.
- Minimum of 4 years of equivalent experience in a human resources capacity.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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