

POSITION DESCRIPTION
CITY OF NOBLESVILLE, INDIANA

POSITION: Human Resources Assistant
DEPARTMENT: Human Resources
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m.
JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE WRITTEN: September 2022 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as the Human Resources Assistant for the Human Resources Department, responsible for providing department support including employee relations, benefits, recruitment, onboarding, offboarding, and other areas as assigned.

ESSENTIAL JOB FUNCTIONS:

Assists with the day-to-day operations of the Human Resources Department, including preparing and maintaining employment records and processing required documents. Assists in the recruiting, interviewing, onboarding, and offboarding process.

Assists with city employee and retirement benefits, including medical, dental, vision, life insurance, and ancillary benefits. Responds to benefits inquiries regarding plan provisions, benefit enrollments, status changes, and other information. Maintains employee benefit systems and ensures benefit changes are entered accurately in Human Resources Information System (HRIS) system. Assists in monitoring benefit and eligibility status on behalf of participants. Assists participants with submitting claims for various benefits. Prepares and distributes benefit information for new hire orientations, insurance open enrollment, and other informational sessions.

Reviews, reconciles, and approves various benefit invoices, including verifying coverages/changes/charges, collaborating with payroll, balancing amount billed with HRIS report, and payroll deduction report. Records and monitors retiree premium payments; provides timely notices regarding delinquent payments.

Prepares and processes purchase orders and claims/vouchers, including preparing forms, verifying documentation and costs, communicating with contractors/vendors as needed, updating account ledger, obtaining signatures, and forwarding to the Office of Finance and Accounting.

Assists with managing Family and Medical Leave Act (FMLA) records, provides information/appropriate forms to employees; monitors status of forms, return to work status, and amount of leave taken.

Assists with employee appreciation and recognition events. Assists with developing and planning employee wellness programs and benefits fair; schedules various events, coordinates employee participation, and maintains various reports.

Performs a variety of administrative tasks, such as drafting, typing, and proofreading correspondence and other documents. Prepares and modifies documents including correspondence, reports, drafts, memos, and emails. Answers/makes telephone calls, provides information and assistance, takes messages, or transfers to appropriate individual or department. Reads/responds to e-mail and text messaging requests. Greets and assists visitors. Monitors/maintains inventory of office supplies, obtains cost comparisons, and orders as needed.

Ensures confidentiality of personnel records and complies with Health Insurance Portability and Accountability Act (HIPAA) privacy regulations of related information as required.

Periodically attends training seminars as needed.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related duties as assigned.

Performs duties of other Human Resources Assistants in his/her absence.

I. JOB REQUIREMENTS:

Bachelor's Degree in Human Resource Management, Business Management, or related field and a minimum of two years related Human Resources experience, or equivalent combination of education and experience. Society for Human Resource Management Certified Professional (SHRM-CP) designation and/or Human Resources Certification Institute (HRCI) Professional in Human Resources (PHR) designation preferred.

Working knowledge of the standard principles of human resources management, City personnel policies and procedures, and local, state, and federal employment regulations, including Equal Employment Opportunity/Affirmative Action (EEO/AA), Americans with Disabilities Act (ADA), Federal Labor Standards Act (FLSA), and Family Medical Leave Act (FMLA). Ability to maintain current, accurate personnel records/files and maintain confidentiality and comply with Health Insurance Portability and Accountability Act (HIPAA) privacy regulations of related information as required.

Knowledge of employee benefits regulations, language, principles and practices, and operating procedures. Ability to utilize a variety of reference, descriptive, and advisory data and information.

Working knowledge of and ability to make practical application of bookkeeping and accounting principles, ability to perform relevant arithmetic calculations, and maintain accurate records, including recording transactions, balancing accounts, reconciling statements, and creating related reports. Ability to compile, coordinate, classify, prioritize and record data.

Working knowledge of standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations. Ability to handle sensitive and confidential information in an appropriate and professional manner.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, perform simple arithmetic calculations, properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, copier, scanner, postage meter and

calculator. Thorough knowledge of Microsoft Office Programs, such as Word, Excel, Outlook, PowerPoint, Teams, and SharePoint. Thorough knowledge of Human Resources Information System (HRIS) software systems.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook and Public Safety Meet and Confer Agreements* and ability to apply these policies and procedures.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, administrative personnel, benefit vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally work extended hours.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to a flexible, customary routine, with priorities determined by supervisor. Errors in incumbent's work are usually prevented through prior instructions from supervisor and procedural safeguards and are readily detected through standard bookkeeping checks. Undetected errors may result in loss of time for correction and/or loss of funds.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, outside vendors and organizations, and the public for purposes of exchanging information.

Incumbent reports directly to the Human Resources Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods, sitting and walking at will, lifting/carrying objects weighing less than 20 pounds, hearing sounds/ communication, handling/grasping/fingering objects, and close/far vision. Incumbent occasionally works extended hours.