

CLASS TITLE: SENIOR HUMAN RESOURCES ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for initiating and completing administrative, fiscal and special project tasks necessary for the Personnel Director to provide effective leadership and in relation to various human resource support processes and performs and other related assigned duties.

ESSENTIAL TASKS: (All Divisions)

- Anticipates the advanced operational and administrative support needs of the Personnel Director so that assigned functions are completed in a timely manner
- Initiates actions necessary so that the proper informational needs of internal and external customers are met
- Provides actions needed to ensure assigned departmental processes are completed in a timely manner and identifies and plans resources necessary to do so and responds to special requests
- Implements proper retention procedures as to files, logs, records, website and databases
- Provides actions needed to accomplish payroll and other financial duties and budget coordination, preparation and tracking
- Reviews, audits, monitors and reconciles information and prepares status updates and assists with or coordinates special projects
- Provides support to committee, board, or authority meetings as assigned
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate and six (6) years of increasingly responsible office or administrative experience including two (2) years handling confidential and/or complex information, with previous Human Resources experience preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position.

Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or Associates degree from accredited college) and one year of employment in the position..

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices, policies and techniques used in personnel administration; considerable knowledge of Human Resources laws, procedures and practices; and good knowledge of office practices, procedures and related equipment. Ability to self start and work independently; ability to suggest/implement improved service delivery recommendations; ability to interpret legal and medical terminology; ability to communicate effectively both verbally and in writing; ability to function in a high volume work environment; ability to utilize the highest level of interpersonal skill in order to understand and influence the behavior of people at any level within or outside the organization . Skill in operating a personal computer and related software and organizing, compiling and accurately recording information; skill in providing customer service; skill in planning and achieving the timely delivery of information and resources; skill in providing attention to detail; skill in maintaining confidentiality of records and information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and working hours may vary due to testing and meeting schedules.

Class Code: 2530

EEO Code: N-02

Pay Code: AT-32

Group: Clerical and Administrative

Series: Human Resources Management

Effective Date: September 23, 2019