



CLASS TITLE | SENIOR HUMAN RESOURCES ASSISTANT

PAY GRADE: AT-32| www.cityoftulsa.org/pay

Class Code: 2530

Effective Date : 10/26/2022

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for initiating and completing administrative tasks, and special projects necessary for the Personnel Director to provide effective leadership 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 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
- Prepares payroll and completes personnel record changes and timekeeping for multiple departments as assigned
- Coordinates the annual budget preparation and tracking for the department and monitors large contracts and vendor payments
- Reviews, audits, monitors and reconciles information and prepares status updates and assists with or coordinates special projects
- Provides support to the Civil Service Commission and other 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: Must meet the following option or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
(b) Six (6) years of increasingly responsible office or administrative experience relevant to the essential tasks listed in this job description; **including**,
(c) Two (2) years handling confidential and/or complex information.
(d) *Previous Human Resources experience preferred.*

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the methods, practices, policies and techniques used in personnel administration
- Considerable knowledge of Human Resources laws, procedures and practices
- Good knowledge of office practices, procedures and related equipment

Ability to:

- Ability to 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



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- 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
- Ability to quickly and objectively determine the appropriate course of action in rapidly changing situations

Skill in:

- 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:

1. Possession of a valid Oklahoma Class "D" Driver License

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

EEO Code: N-02

**Group: Clerical and Administrative Series:
Human Resources Management**