

**TOWN OF AVON**  
**HUMAN RESOURCES ASSISTANT**



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<b>POSITION TITLE:</b>	<b>HUMAN RESOURCES ASSISTANT</b>
<b>DIVISION:</b>	<b>HUMAN RESOURCES AND RISK MANAGEMENT</b>
<b>DEPARTMENT:</b>	<b>HUMAN RESOURCES</b>
<b>REPORTS TO:</b>	<b>HUMAN RESOURCES MANAGER</b>
<b>SAFETY SENSITIVE:</b>	<b>No</b>
<b>FLSA CLASSIFICATION:</b>	<b>NON-EXEMPT</b>
<b>MONTH AND YEAR:</b>	<b>NOVEMBER 2017</b>

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**GENERAL STATEMENT**

The Human Resources Assistant performs a variety of human resources and administrative duties primarily serving to coordinate, implement, process, and track operational functions for the Human Resources (HR) department. The HR department provides assistance to various programs such as Recruiting and Hiring, Compensation and Benefits Administration, Employee Recognition, Compliance, Safety and Risk Management. This position requires good understanding of the policies and procedures that guide the organization to assist in communicating such information to employees.

**SUPERVISION RECEIVED**

The Human Resources Assistant provides support to the HR Manager and HR Director; work performed is under the general direction and supervision of the HR Manager.

**SUPERVISION EXERCISED**

None

**WORK ENVIRONMENT**

Work is performed primarily in an office setting where the following may be required or encountered:

Sitting for long periods of time; extensive computer work, including repetitive motions with hands/wrist; lifting or exerting up to 25 pounds to lift, carry, push or pull boxes or objects; bending; kneeling; standing; walking, climbing stairs, and moving about the office; working with office equipment, machinery and systems (printers, computers, software/database applications, security system, telephone, fax, etc.). Subject to many interruptions, including walk-ins, telephone calls and emails, and requires quick prioritization of job responsibilities. May need to walk and/or drive Town vehicle to accomplish responsibilities; limited exposure to weather conditions.

**ESSENTIAL FUNCTIONS**

***Administrative:***

Performs data entry and personnel file maintenance; processes and prepares department requisitions and purchase orders (POs); generates year-end compensation and evaluation reports for supervisors; maintains and updates Town intranet documents, including hyperlinks, pictures, and indexes for forms, job descriptions, policies, benefits, federal and state posting requirements, etc. Coordinates and organizes rooms for HR, including conference room reservations, catering requests, tracking attendee responses, and occasional travel arrangements for either candidates or HR staff.

***Recruiting & Hiring:***

Participates in recruitment efforts; posts job ads; organizing resumes and job applications; schedules interviews with applicants and committee; distributes and collects employment offer information; serves as the point person for applicant questions; communicates with applicants on the selection process; and makes

candidate accommodations when necessary. Processes offer letters and packets; conducts police background checks, motor vehicle reports, and reference checks; generates IT forms; orders business cards; and updates employee contact list. Conducts new employee orientation, including new hire paperwork and introduction to staff; enrolls employee in benefit programs; and reports information to state and federal agencies as necessary for compliance. Completes employee separation paperwork; assists with exit interviews; collects signed and updated documentations; terminates town sponsored benefits; and collects town-issued equipment and building keys. Processes requests for payroll information for unemployment claims and assist with unemployment hearing as required.

**Benefits Administration:**

Coordinates day-to-day administration of employee benefits, processing new enrollments, and making changes in benefit status due to qualifying events. Reviews health insurance data for accuracy and completion as required for ACA reporting. Assembles and distributes employee publications regarding benefit notices and changes; researches and updates addresses for returned correspondences; and scans and retains undeliverable notices as per the records retention schedule. Processes and tracks paperwork for employee-offered programs, comprising of, but not limited to, rental advance, computer loan, bus pass, winter bonus and ski pass. Plans and coordinates annual employee events, including end-of-season luncheon, summer picnic, benefits and open enrollment, and fall social. Orders employee recognition awards, prints years-of-service certificates, and obtains gift cards.

**Compliance:**

Updates and maintains annual federal and state required notifications and postings; post within departments and uploads to the intranet; and tracks programs for compliance, examples include, FMLA, I-9 & E-Verify Programs. Administers FMLA related paperwork and maintains related records; may assist in evaluating FMLA request and scenarios to determine FML qualification. Tracks annual performance program for departments (notifications of review of job description and evaluation due dates).

**Records Management:**

Maintains current personnel and risk management files and oversees the department's records management program (retention and destruction) of all personnel and risk management files. Updates and maintains employee benefits, employment status and similar records; organizes, retains and manages personnel filing records of benefits plans participation such as insurance and pension plans; and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations; and employee statistics for government reporting.

**Safety and Risk Management:**

Promotes a culture of safety in the workplace and reports safety hazards when observed. Collects workers' compensation and property liability claims; reviews for accuracy; requests additional information as needed; enters claims online and timely; and organizes and preserves claims records as per the records retention schedule and department needs. Organizes mandatory safety trainings and ensures receipt of training documents; and assists with safety inspections and training. Assembles and distributes safety meeting agendas, packets, and training materials; participates in safety meetings; and serves as minutes recorder. Maintains drug and alcohol testing records with coordination of testing and tracking of safety sensitive positions. Assist with maintaining safe driving program and annual driver's license audit. May assist in administering the insurance audit and renewal processes for property/liability and workers' compensation benefits.

**OTHER DUTIES AND FUNCTIONS**

Additional duties include notifying department directors and supervisors at year-end of employee step schedules and evaluation dates and assisting HR Manager and Director with various special projects and other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Requires a high degree of integrity, discretion, judgment and confidentiality in dealing with personal information and sensitive topics; ability to direct sensitive topics to the appropriate personnel
- Extremely organized, exceptionally attentive to detail, and ability to prioritize workload
- Ability to work as a team and independently, and with multiple distractions and interruptions
- Exhibits excellent verbal and written communication and interpersonal skills; calm and professional under pressure; sense of humor
- Understanding of the Town of Avon Culture Statement, and willingness to work within that statement
- Ability to effectively interact and communicate with individuals of varying social, cultural, economic, professional and educational backgrounds
- Proficient knowledge of Microsoft Office Suite, especially, Word, Excel, PowerPoint, and Outlook
- Requires possession of valid Colorado driver’s license

**EDUCATION AND EXPERIENCE**

- A high school diploma and three (3) years progressive experience in administration and/or Human Resources required.
- A college degree or equivalent combination of education and experience desirable. Human Resource certification preferred.
- Knowledge of human resources and risk management principles and practices preferred.

I understand the description of this job and the essential functions as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor.

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_