

## JOB DESCRIPTION FORM

<b>Position Title:</b> <u>HR Assistant</u>	<b>Grade:</b> <u>Current 16</u>
<b>Reports To:</b> <u>Director of HR &amp; Compliance</u>	<b>Department:</b> <u>Administration</u>
<b>Date Created:</b> <u>2/08/2016</u>	<b>FLSA Class:</b> <u>Non-exempt ~ exempt</u>

### Job Summary

The Employee Human Resource Assistant administers all employee benefits for CATA. This position coordinates the flow of applicants and employment paperwork for staffing purposes and maintains the employment records of the employees. Assist with day-to-day administrative work of the human resources department.

### Major Responsibilities/Activities

- Serves as CATA's benefits representative and assists employees in resolving issues related in particular to employee benefits. Assists with the processing of payroll for all employees in an accurate and timely way, monitoring deductions, rate changes, transfers etc.;
- Update and maintain information to HRIS, including demographic and pay information; maintains the employee database by processing updates and employment status changes;
- Post new job opening; participates in screening process; maintains applicant files and EEO records;
- Coordinates accurate and timely retention and final disposition of all employment related files;
- Communicates effectively with software support personnel for accuracy of payroll systems;
- Communicates with applicants and employees in person or on the phone on a daily basis regarding requests and questions related to benefits, employment and other human resource areas as applicable;
- Performs criminal background checks; processes driving records for new hires; schedule drug testing for new hires and assists with other logistics;
- Coordinates and provides new hire orientation and prepares new hire files according to policy and legal standards; assures paperwork is completed and submitted accurately;
- Processes terminations for employee files and benefits;
- Provide benefit orientations, enrollments and changes of insurance. Process and maintain all status reports and pay changes, both on computer and paper system.
- Enrollment, processing and deductions for all benefit programs including 401a, 457 plan, STD and LTD, Medical, Dental, Vision and FSA
- Ensures that all employees receive the required information regarding benefits, and processes the benefits paperwork, maintains employee HIPPA protected files;
- Maintains current knowledge of benefits, legal compliance and reporting for ACA regulations;
- Remains current in the understanding of the agency benefit programs and benefit policies;
- Represent CATA at unemployment hearings as directed;
- Posts government mandated and company related communication materials on bulletin boards as required and updates them as necessary;
- Responsible for accurately deducting, filing and payment of all payroll and benefit related taxes including quarterly and end of year tax filing;
- Accurate and timely payment of employment related insurance invoices;
- Tracks electronic and paper grievance files;
- Processes short and long-term disability claims.
- Attends all insurance related meetings for updates and changes to policies;
- Processes unemployment compensation claim forms.
- Provides back-up coverage for the Payroll Coordinator position;

- Performs related tasks as required.

### **Minimum Requirements**

- Any combination of education and experience equivalent to graduation from high school and considerable office, word processing and Excel spreadsheet experience;
- Ability to maintain a consistent high level of confidentiality;
- High level of organizational skills; attention to detail
- General knowledge of standard office procedures;
- Experience dealing with unions and contract language is preferred;
- Ability to conduct thorough and objective investigations;
- Ability to speak clearly, understand and follow written and oral directions;
- Ability to operate standard office, computer and word processing equipment;
- Has established experience with payroll processing software – ie: MAS 90 & Sage
- Ability to establish and maintain effective and positive working relationships with employees, customers and the general public.
- Excellent communication and problem solving skills.
- Time management and ability to meet deadlines;

### **Essential Physical Functions**

- Occasional lifting, pushing, pulling of up to 20 lbs;
- Frequent lifting, pushing pulling of up to 10 lbs;
- Frequent stooping, walking, lifting;
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities;
- Hearing adequate to perceive information at normal spoken word levels.

### **Additional Comments**

Approved by: Liz Pierce Date: February 2016

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Grade 16

MIN 36,971

MED 44,365

MAX 51,759