

**INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Human Resources Technical Assistant

LOCATION: Human Resources – Main Campus

CLASSIFICATION: Full Time Support **CLASS:** 5

SUPERVISORY: No **FUNDING:** I

FLSA STATUS: Non-Exempt

QUALIFICATIONS, KNOWLEDGE, AND SKILL REQUIREMENTS:

The qualifications, knowledge, and skills required for this position include:

- Associate's degree and/or a minimum of three (3) years of proven work experience specifically in Human Resources;
- Proven knowledge and an understanding of Human Resource functionalities;
- Knowledge of payroll processing as it relates to a Human Resources office;
- Possess basic skill requirements including good math and clerical abilities;
- Efficient, accurate work habits with an attention to detail;
- Strong organizational and follow-up abilities;
- Polished telephone manner;
- Ability in both public relations and working effectively with college administrators, staff, faculty, and the public, in a professional, diplomatic, timely, and confidential manner;
- Good analytical skills;
- Excellent written and verbal communication abilities;
- Computer skills in Microsoft Office and Windows applications, database systems, and direct data entry experience;
- Preference shall be given to the following:
 - Bachelor's degree;
 - Experience working in a community/state college setting.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Establishing applicants as employees for payroll processing;
- Processing payroll additions and changes to ensure employees are paid accurately and on time, and maintaining associated personnel/payroll reports to ensure compliance with federal, state, or local regulations.
- Maintaining associated personnel/payroll reports to ensure compliance with federal, state, or local regulations.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Completing semi-monthly payroll processing related to full time, part time, and adjunct staff, with interaction as required directly with the Payroll Department regarding questions and/or problem resolution.
2. Ensuring new full time and part time staff employees complete all employment forms (W-4 form, Post Offer Employee Information Form and Loyalty Oath, and I-9 form with appropriate documentation).
3. Assisting with the process to ensure identity and proper work authorization.
4. Contacting the appropriate administrator to request necessary forms (i.e. Personnel Action Forms (PAFs)).

SPECIFIC DUTIES AND RESPONSIBILITIES (Cont.):

5. Updating employee demographic records in the Human Resources Information System (HRIS) with employee withholding changes.
6. Notifying Institutional Technology, Mailroom and Call Center of new employees and employee assignment/department changes.
7. Completing verification of employment requests.
8. Preparing Personnel Action packet for monthly District Board of Trustees meetings.
9. Maintaining and reconciling semi-monthly "Certification of Work Hours Reports" for exempt employees and resolving related issues that may occur.
10. Maintaining and reconciling semi-monthly "2080 Hour Reports" to ensure compliance with the Florida Retirement System and resolving related issues that may occur.
11. Maintaining and reconciling "FICA Student Enrollment Reports" to ensure compliance with the Internal Revenue Service and resolving related issues that may occur.
12. Maintaining and reconciling "Unpaid Assignment Reports" to ensure assignments end appropriately and resolving related issues that may occur.
13. Submitting the "New Hire Report" for the Department of Labor and generating the "IRSC Employee Count" for internal use.
14. Reconciling full time faculty overloads on a monthly basis to ensure proper teaching rates are in place as well as documenting full time faculty substitutes to ensure the reasons for absence are properly documented.
15. Ensuring no access to personal health information (PHI) unless specifically authorized by the Assistant Dean of Human Resources.
16. Completing all other duties and responsibilities as assigned by the Supervisor and/or Dean of Human Resources.

PHYSICAL REQUIREMENTS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

Applicant/Employee Printed Name

Applicant/Employee Signature

Date