

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 6, 2012
CLOSING DATE: JUNE 13, 2012

DEPARTMENT: Human Resources

POSITION: Human Resources Assistant Sr.

LOCATION: Globe

JOB CODE: 12-038

THIS POSITION IS OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$26,664.00-\$33,716.80 DOE

NATURE OF WORK

Performs a wide variety of responsible clerical and administrative duties in support of the County Personnel Department operations and activities; coordinates and administers activities for an assigned area.

DUTIES AND RESPONSIBILITIES:

- Performs customer services in providing information to employees of the County and the public regarding Human Resources policies, procedures, rules, regulations, and employment opportunities.
- Prepares new hire packets; schedules and conducts new hire orientations and explains Human Resources programs to employees; ensures new employee information is complete and accurate; assembles employee folders; maintains I-9 filing system; ensures personal identification is copied and documentation is complete.
- Utilizes and maintains the Personnel New World System; ensures accuracy and confidentiality of information contained in the system.
- Maintains and updates personnel folders; creates and completes folders for new hires; ensures accuracy, completeness and confidentiality of all personnel documentation.
- Coordinates payroll authorizations for salary increases, new hires and re-hires; reviews information for accuracy; documents information in personnel folders; updates personnel database system.
- Prepares and submits reports to payroll regarding employee vacation and sick leave accruals.
- Coordinates HIPPA and ADA program and ensures compliance activities for all County departments.
- Schedules training sessions with Arizona Counties Insurance Pools; ensures attendance by appropriate personnel.
- Provides assistance with preparing and submitting bi-annual Department of Labor EEO-4 report.
- Maintains and updates human resources website; liaises with Information Technology Department as required.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; may require travel to other County locations.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and two (2) years Human Resources administrative experience; or equivalent combination of education, training and experience. Demonstrated computer skills in working with word processing, spreadsheet and email software or equivalent combination of education, training and experience. A valid Arizona Driver's License; Skill in typing 45 wpm.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Human resources principles and practices; State and Federal legislation, regulations and standards applicable to human resources activities; HIPPA and ADA program compliance requirements; new hire orientation activities and processes; standards for documenting and maintaining I-9 information; standards and requirements for maintaining personnel information; general knowledge of COBRA and FMLA; basic math; customer service standards and protocol; general office equipment; standard computer software applications; methods and standards for preparing business correspondence.

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Ability to: Perform a variety of human resource functions; respond to inquiries from employees and the public regarding human resources issues and employment opportunities; conduct new hire orientation; process new hire paperwork; utilize and maintain personnel databases; maintain personnel folders and documentation; coordinate payroll authorizations; prepare and compile reports; coordinate HIPPA and ADA program compliance activities; provide assistance with preparing required human resources reports; maintain human resources websites.

Skills in: Coordinating human resources activities and performing a variety of functions to support the operations and activities of a human resources department; communicating effectively in written and verbal form, making presentations.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.