

# HUMAN RESOURCES ASSISTANT

Reports to: Vice President of Human Resources



Revised: 07/01/2019

## JOB SUMMARY

A Human Resources Assistant aid day to day operations of human resources including overseeing the onboarding of new employees and assisting with set up and facilitation of new employee orientation. This role generates and distributes reports pertaining to HR and organizational functions. This role maintains employee files and pulls records as needed. This role provides support to staff during open enrollment and serves as the back up to the Human Resources Coordinator.

## ESSENTIAL JOB FUNCTIONS (RESPONSIBILITIES)

1. Organizes new employee onboarding including completion of I-9's and other paperwork and ensuring new hire checklist is completed within 5-7 days of hire.
2. Responsible for running and monitoring employee background checks, and finger printing ensuring compliance.
3. Conducts candidate reference checks as needed
4. Generates and distribute general reports (i.e., anniversary, birthday lists, FMLA, etc.)
5. Assist with orientation including set-up, ordering lunch, badges, facilitation etc.
6. Scanning and uploading new hire documents and other personnel documents into Kronos system.
7. Assist with and/or conducts HR audits to ensure records are accurate and up-to-date
8. Initiate the credentialing process including paperwork, gathering and entering data and tracking progress
9. Assists with job and career fairs, as needed
10. Assists with file compliance, site visit documentation and file requests
11. Prepares and disseminate on-site files for Program Coordinators
12. Completes EEO and workers compensation and other requested reports and documents
13. Assists with other human resources duties required to carry out the department goals and objectives
14. Consistently demonstrates professionalism, discretion and confidentiality
15. Demonstrates effective and efficient organizational and time management skills
16. Consistently demonstrate an interest and passion for working in Human Resources and for Rainbows United, Inc.
17. Ability to perform work tasks within the physical demand requirements as outlined below.

## QUALIFICATIONS

- Bachelor's Degree in Human Resources or related field required.
- 1 year experience in human resources preferred.

## SKILLS

Outstanding written, verbal, and interpersonal communication skills required. Strong computer skills and meticulous attention to detail required.

**FLSA CLASSIFICATION:** Non-Exempt

**WORK PACE:** Self-paced, requiring the ability to think and act quickly and efficiently in a fast-paced, demanding work environment.

**WORK ENVIRONMENT:** This position operates in a professional office environment, utilizing standard office equipment.

## PHYSICAL DEMANDS:

May require frequent extended work days. Requires some travel between RUI sites, other community agencies and throughout the state.

Sitting: 6 - 7 hours in an 8 hour work shift; may occasionally alternate to standing or walking.

Standing: 1 - 2 hours in an 8 hour work shift. Alternates to sitting on a frequent basis

Walking: 1/2 - 1 hour in an 8 hour work shift.

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FREQUENCY: Never = 0% Rarely = 1 - 10% Occasionally = 11 - 33% Frequently = 34 - 66% Continuously = 67 + %

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## LIFTING:

### WEIGH

1 - 10 lbs.

11 - 20 lbs.

20 - 35 lbs.

### FREQUENCY

Frequently

Occasionally

Rarely

### OBJECTS

Books, supplies and files.

File boxes and copy supplies

Equipment and boxes of supplies.

## CARRYING:

### WEIGHT

1 - 10 lbs.

11 - 20 lbs.

20 - 35 lbs.

Bending:

Squatting:

### FREQUENCY

Frequently

Rarely

Rarely

Rarely

Rarely

### OBJECTS

Books, supplies and files.

File boxes and copy supplies

Equipment

Kneeling:	Rarely
Climbing:	Rarely - stairs (Frequently for multi-level facilities)
Grasping:	Frequently
Reaching:	Occasionally
Fine Manipulation:	Continuously
Driving:	Occasionally

I have read the qualifications and requirements for the position of **HUMAN RESOURCES ASSISTANT**. To the best of my knowledge, I believe I can perform these duties.

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Employee Signature

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Date