

HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

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| Job Title: | Human Resources Assistant |
| Reports to: | Human Resources Director |
| General Classification: | Administration Pay Band: Assistant |
| Employment Status: | Full-time, Non-Exempt |
| Last Review: | July 1, 2022 |

GENERAL STATEMENT OF RESPONSIBILITIES

This position serves as the Hampton Roads Workforce Council’s (Council) Interim Human Resources Assistant and is responsible for assisting with various human resources functions, to include recruiting and interviewing, completing administrative tasks, and assisting with special projects. Reports to the Human Resources Director.

ESSENTIAL JOB FUNCTIONS

- Provide assistance to department leadership with job postings, resume review, interview scheduling, and follow-up with candidates.
- Assist the HR Director with coordination, planning, and execution of annual open enrollment activities.
- Assist the department with staff training and development efforts.
- Coordinate scheduling of interview panels; attends career fairs, develop and maintain relationships with employment agencies, universities, and other recruitment sources.
- Familiarize oneself with the rules and regulations governing the Workforce Innovation and Opportunity Act (WIOA), as it pertains to Equal Opportunity.
- Provide administrative support during quarterly and annual EO monitoring and training to Council and partner/subrecipient staff members.
- Assist the HR department with special projects, as needed.
- Respond to staff requests in a timely manner, providing guidance and direction on HR matters.
- Complete and submit necessary paperwork for staff changes.
- Assist the finance and payroll department with special projects, as needed.
- Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors’ Vision, Mission, and Values.

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REQUIRED KNOWLEDGE

- Human Resources – A basic understanding of human resources and modern business principles, theories, and practices. General knowledge of organizational development including training principles and practices. Basic knowledge of recruitment and selection processes and best practices.
- Customer Service - Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills — Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Critical Thinking – Uses logic and reasoning; performs additional research to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Time Management — Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Interpersonal Relationships — Ability to develop and maintain cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Communication — Ability to effectively communicate ideas and proposals verbally and in writing.
- Basic Math - Ability to perform arithmetic and statistical applications. Ability to employ basic math principles and practices in the analysis and reporting of data.

EDUCATION AND EXPERIENCE

Requires a High School Diploma or GED and 2-3 years of related administrative, customer service, or human resources experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage reimbursement will be provided per agency policy.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.

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SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Name: _____ Date: _____

Signature: _____