

City of Lowell
Job Posting
Please Post: April 11, 2014
Deadline: April 25, 2014
Human Relations Office
Personnel Assistant

Job Title: Personnel Assistant (1100-DH08, 2012)
Department: Human Relations Office
Reports To: HR Manager; Asst. HR Manager, & other designated personnel
Union: Ordinance, Non-Union
Salary: (min) \$37,497.20 to (max) \$43,938.96 per City Ordinance - 35 hrs weekly

SUMMARY Responsible for managing and coordinating various human resource functions including municipal job classification and evaluation, unemployment, position advertisement and applicant tracking and referral. Work is performed under the supervision of the Assistant HR Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Answer telephones, and give information to employees, vendors, and departments; answer questions regarding employee benefits, such as health and dental insurance, life and disability insurance as well as deferred compensation plans.

Manage unemployment insurance for the city and monthly allocation between the City and School Department. Manage budgets and expenditures for all reimbursable benefit claims along with municipal UI claims for eligibility. Write monthly reports showing basic claimant information.

Post and update all employment opportunities on the city's website. Coordinate advertisements for open positions, hiring process with municipal hiring managers, interview tracking forms, physical exams, CORI process, and offer letters.

Coordinate the City's Health Reimbursement Account (HRA) in collaboration with contracted vendors, including monitoring of claims, payment of administrative fees and reimbursable charges.

Process monthly Medicare penalty bill from Social Security and ensure wire-transfer of funds.

Coordinate application flow for posted positions and works with hiring managers regarding applications received and assist Department Heads with the hiring process.

Manage all monthly insurance changes with the Massachusetts Teachers' Retirement System (MTRS), check monthly statements for accuracy and report any discrepancies to coordinator at MTRS.

Process requisitions for purchasing supplies and services & pay various bills from City vendors.

Process employee reimbursements covered under contractual agreement & coordinate annual sick leave buy-back program and process all requests from employees.

Keep records of insurance coverage, and personnel transactions, such as hires, promotions, transfers, performance reviews and terminations.

Process all city employment applications, acknowledgements, and outreach; data entry of employment applications and assign tracking numbers; schedule interviews and pre-employment physicals.

Retrieve information and data from files and records; Log and track employment application in MS Access; Compiles data and prepares reports.

Word processing and/or typing as needed; filing, photo copying, and faxing documents as needed.

Post city employment vacancies; ensure funding and vacancy of position; distribute employment applications to various departments.

Completes benefit enrollment forms and enters information electronically.

Maintains personnel records and records relative information in personnel files, process all relevant information in MUNIS.

Maintain supply of benefit packets as well new employee packets. Explain and interpret City's insurance programs, policies and procedures for new employees of the City; conduct new employee orientation.

Coordinate training programs for City employees, including annual Harassment Prevention Training. Process all relevant training data in MUNIS.

Attends meetings, seminars, workshops, etc.; Some public speaking required.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

May supervise lower-level clerks and any part-time staff as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of 1 - 2 years office administration experience, preferably in Human Resources or related field. Experience with MUNIS financial ERP; specifically HR/Payroll module desired. Position requires proficiency in MS Word, Excel, Access and Outlook. Excellent oral and writing skills needed. Ability to perform in a fast paced environment. Ability to multi-task and prioritize workload.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, Rm 19 ~ City Hall, Lowell, MA by 4:00 PM: Deadline ~ April 25, 2014. Applicants may also fax application and/or resume to fax # 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/ 504 Employer