

City of Lowell
Job Posting
Please Post: February 2, 2016
Deadline: February 16, 2016
Human Relations Office
Personnel Assistant

Job Title: Personnel Assistant (1100-DH08, 2242)
Department: Human Relations Office
Reports To: HR Manager; Asst. HR Manager, & other designated personnel
Union: Ordinance/Non-Union
Salary: \$38,434.76(min) to \$45,037.20(max) per City Ordinance; 35hrs weekly

SUMMARY

Responsible for managing and coordinating various human resource functions including employee benefits, 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.

- Answers telephones and provides information to employees, vendors, and departments regarding employee benefits such as health and dental insurance, life and disability insurance as well as deferred compensation plans.
- Retrieve information and data from files and records; log and track personnel related information in MUNIS, MS Excel and/or MS Access; compiles data and prepares reports as needed.
- Process various recurring monthly invoices including Medicare from Social Security; ensure proper payment or wire transfer of funds.
- Process and enter requisitions for purchasing supplies and other various services.
- Word processing and/or typing as needed; filing, photo copying, and faxing documents as needed.
- Maintains records and compiles metrics of personnel related matters such as new hires, promotions, and transfers.
- Posts and update all employment opportunities on the City's website; coordinates advertisements for vacant positions with various outside advertising mediums.
- Assists in the coordination of hiring process including: ensuring funding and vacancy of position, application flow for posted position, scheduling interviews and pre-employment physicals.
- Process all city employment applications, acknowledgements and outreach; data entry of employment applications and managing of assigned tracking numbers and works with hiring managers regarding applications received and may on occasion assist department heads with the hiring process.
- Assist with managing unemployment insurance for the City and monthly allocation between the City and School department. Manage budgets and expenditure for all

reimbursable benefit claims along with municipal UI claims for eligibility; create and maintain monthly reports showing basic claimant information.

- Process employee reimbursements covered under contractual agreement and various employee requests and coordinate annual sick leave buyback program.
- Maintain adequate supply of benefit packets as well as new hire packets. May assist in explaining and interpreting the City's insurance programs, policies and procedures for new employees; may assist in conducting new employee orientation.
- Maintains personnel records and records related information in personnel files; process and document all relevant information in MUNIS.
- Coordinate training programs for City employees including annual Sexual Harassment Prevention Training; process all relevant training data in MUNIS.
- Documents and maintains records and compiles metrics of insurance coverage; generate insurance related reports from MUNIS.
- Ensure completion of benefit related enrollment forms, processes, and enters information electronically.
- Assists with processing, documenting and verifying proper employee benefit deduction changes.
- Conducts and completes insurance audits on an ongoing basis for all active and retired employees.
- Assists with coordinating the annual Open Enrollment period for all employees including the creation and distribution of newsletters and benefits informational session.
- Coordinate the City's Health Reimbursement Account (HRA) in collaboration with contracted vendors, including monitoring of claims, payment of administrative fees and reimbursable charges.
- Attends meetings, seminars, workshops, etc as directed by HR Director. 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 2-4 years of human resources, office administration, or related experience desired. Bachelor's degree in Human Resources or related field preferred. Associates degree with 3 years of full time HR experience may be substituted for Bachelor's Degree. 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 ~ February 16, 2016 Applicants may also fax application and/or resume to fax # 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/ 504 Employer