

TOWN OF EAST LYME
PART-TIME HUMAN RESOURCES ASSISTANT

Position Definition: Under the direction of the Human Resources Director/or designee performs work of a confidential, complex and responsible nature in any of the following areas: employee benefits, retirement, employee relations, employee records, recruitment and onboarding, data collection, wage classification, workers compensation, employee programs, training and communication. Performs work within district, state and federal statutes, regulations, and policies for the Town employees..

SUPERVISION RECEIVED: The Human Resources Assistant works under the direct supervision of the Human Resources Director and the general supervision of the First Selectman.

SUPERVISION EXERCISED: None

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares correspondence such as appointment letters, transfer letters, probation letters, etc.
2. Open daily mail received.
3. Maintains and updates computerized personnel records in the various Human Resources Management systems.
4. Responds to inquiries from employee groups, employees, insurance officials, state and federal officials, retirees and job applicants for the Town.
5. Compiles & provides direct computer information, and other support information, needed for budget preparation, surveys, contract negotiations with bargaining units and various national, state, and local surveys as requested by the Human Resources Director.
6. Assists with the administration of the Town health, life, and dental insurance benefit programs. Prepares monthly premium payments. Enrolls all eligible employees in available benefit plans. Monitors employee eligibility and oversees proper payroll deductions for benefit payments, maintains records, and assists with calculations for the opt out benefit payments.
7. Responsible for injury reporting, processing follow up paperwork, return to work program, and maintenance of worker's compensation records and OSHA 300 and 300A reporting. May serve on the Safety Committee.
8. Provides new hire orientations and exit/retirement processing.
9. Assists with maintaining and administering FMLA Compliance including tracking usage and return to work program.
10. Acts as troubleshooter and liaison between Town and insurance companies, as needed.
11. Maintains effective working relationships with administration, staff, and public.
12. Assist in other Town Hall departments, as needed.
13. Regular attendance is an essential duty of this job.

****The essential duties/functions described above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

Knowledge, Skills, and Ability:

Knowledge of business English, grammar, punctuation, and arithmetic. Knowledge of the special laws, regulations and technical terminology pertaining to assigned work or the ability to acquire such knowledge during a reasonable period of training.

Knowledge of English to speak, read and to understand written orders, to prepare reports, and to be able to use the telephone and communicate necessary information. Ability to follow instructions in written, oral, or diagrammatic form without consistent direct supervision.

Knowledge of general office practices and procedures. Strong organizational skills.

Knowledge of administrative and clerical practices, procedures, and systems such as word processing, managing files and records, stenography and transcription, designing forms, and office terminology.

Knowledge of data processing technology, operations, systems, office equipment, and administration. Skilled in the use of a computer terminal or personal computer for word-processing, data base or spreadsheet applications.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to 1) perform multiple tasks with interruptions, 2) meet deadlines, 3) perform duties promptly with attention to detail and accuracy, 4) learn the special laws and regulations pertaining to assigned work, 5) prioritize, organize, and perform work independently, 6) plan and maintain record keeping systems, and 7) organize and express thoughts and ideas through written and oral communication.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Proficient and responsive communication skills in greeting the public and/or clientele, answering the phones, etc.

Ability to adjust quickly to changing priorities in a sometimes-stressful environment.

Considerable ability to establish and maintain effective and courteous working relationships with Town offices, public officials, residents, members of the general public, other departments and agencies, co-workers, and volunteers.

Experience and Training:

Graduation from high school, including or supplemented by courses in modern office practices plus three years of relevant experience in general office work; or any equivalent combination of training and experience.

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 speak and hear; walk; sit; use hands to finger, handle, feel or operate equipment, tools, or controls; use wrists for repetitive motion; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop; kneel. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, distant vision, peripheral vision, depth perception, and the

ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee predominantly works in an office setting.

The noise level in the work environment is usually moderate.

Employee must be free from mental and physical disorders that would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and coworkers in every day stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive verbal behavior.

I certify that I have read and understand the responsibilities assigned to this position:

Employee Name & Signature

Date

I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.

Supervisor Name & Signature

Date