



## Job Description

### Human Resources Assistant

**AGENCY:** Interim, Inc. is a private non-profit agency which provides residential treatment, affordable housing, and social rehabilitation programs for adults with psychiatric disabilities.

**POSITION:** Human Resources Assistant

**SALARY:** \$17.32-\$22.55 (7 steps); medical, dental & vision benefits, 403(b) plan, paid vacation and sick leave.

**HOURS:** Full time, 40 hours/week, nonexempt.

**QUALIFICATIONS:** *Required:* H.S. Diploma and at least 2 years general office experience, plus intermediate computer software skills with Microsoft Outlook, Word, Excel, Access, PowerPoint; experience in recruiting/staffing; *Preferred:* BA plus bi-lingual Spanish; knowledge of labor laws and general personnel practices; 1-2 years experience in a human resources position, either as a generalist or in a specialized function such as benefit plans or compensation administration.

**JOB DESCRIPTION:** Reports to the Human Resources Director and provides professional and administrative support in varied HR functions; will be responsible for coordinating and administering the internal posting and external recruiting function and for administering the agency benefit plans.

A. Under the supervision of the Human Resources Director performs the following duties:

1. Maintains the Human Resource Database (Access): updates on an ongoing basis; generates monthly and quarterly management reports and distributes to managers; develops queries and prepares unique data searches and reports as needed. Will assist in project to convert to ADP Human Resource database and henceforth be responsible for maintaining it.
2. Responsible for recruitment of nonexempt positions (90% of staff) and assists HR Director in recruitment of exempt positions, to include: preparation and submission of employment advertising in newspapers and online; contacting applicants and scheduling interviews; conducting reference checks on selected candidates; corresponding with unsuccessful applicants; maintaining applicant files.
3. Orientation: conducts orientation of client employees, including communication in Spanish with monolingual clients; conducts orientation of all regular employees; organizes and maintains files of orientation materials.
4. Employee Records: under guidance of HR Director, maintains personnel files, workers compensation files and other records in compliance with DSS licensing requirements, labor laws, and other federal or state regulations governing employment records.
5. Benefits Administration: conducts enrollment and other benefits participation administrative functions; maintains benefits records; audits vendor invoices; administers COBRA requirements.
6. Assists HR Director in preparation of required reporting for worksite injuries, monitoring industrial injury claims, and development of worksite safety training materials; may act on behalf of HR Director in conducting safety trainings, safety meetings and accident investigation.

7. Prepares required periodic reports for Cal OSHA, EDD, DSS, DMV and other governmental agencies in compliance with their requirements for information.
8. Miscellaneous Duties: assists in audits of hard copy or computerized records; assists in development and distribution of communications of personnel information for groups of employees; assists in preparation of data compilation and reports required by employee benefits providers (e.g., Blue Cross annual audits, VALIC/AIG compliance testing data requests).
9. Maintains general office organization at El Estero Building; maintains office equipment (including fax machines, copiers); maintains adequate supply of office supplies.
10. As requested, may provide periodic support on special projects for the Deputy Director, such as preparation of training materials and manuals, including preparation of PowerPoint presentations, complex projects in support of application or report preparation.
11. Other duties as assigned.

**PHYSICAL and SENSORY REQUIREMENTS:** Ability to operate a motor vehicle; ability to climb stairs several times per day to second floor; ability to see well enough to read data on a computer screen, documents being word-processed, etc.; ability to hear normal conversations and answer phones; ability to verbally communicate with staff, residents and agency visitors orally and in writing; hand, finger and body coordination sufficient to use computer and other office machines, file, and write legibly.

Capable of the following extended activities: standing, sitting, climbing stairs, keyboard entry.

Capable of the following intermittent activities: lifting up to 25 pounds and bending, with infrequently performed office duties.

**REQUIREMENTS:** Must be able to work in fast-paced work environment and possess good oral and written English and communication skills, a valid California Driver's license, auto in safe operating condition, and auto liability insurance.

**Interim, Inc.** is an equal opportunity employer.

**Interim Inc.** is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, pregnancy, childbirth, or related medical condition, citizen status, veteran status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.