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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 10220**

**HUMAN RESOURCES ASSISTANT**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Human Resources Assistant may not perform all of the duties listed. However, performance of the first duty (I) for a minimum of 20% of the time is mandatory for this classification.



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### Summary of Essential Duties

The primary purpose of the Human Resources Assistant position is to provide clerical/administrative support in multiple areas of human resources, such as recruitment and staffing, personnel records, employee or labor relations, compensation, benefits, training and/or equal opportunity/affirmative action. Employee will maintain current with all applicable laws rules, procedures and contract provision (i.e., if CDJFS is unionized) affecting work assignments.

#### Duties

Frequency: 43% +/- 10 %

- I. Operates personal computer, typewriter and/or word processing equipment to produce typed copy of personnel forms and related documents (e.g., Personnel Action forms, Position Descriptions, performance evaluations for distribution, job bulletins for posting, PERS forms, EEO reports, appointment letters, change notices) and processes various personnel transactions.

Frequency: 22 +/- 10 %

- II. Participates in recruitment activities (e.g., provides forms to applicants; explains application procedures; receives and reviews applications; schedules and/or conducts preliminary interviews; answers inquiries regarding classification, compensation, benefits, and career opportunities; requests certification lists).

Frequency: 15% +/- 5%

- III. Maintains personnel records (e.g., maintains all time cards; calculates sick leave, vacation, personal leave and any other leave accrual/balances), Table of Organization, and Position Control Roster and/or composes and revises Position Descriptions.

Frequency: 20% +/- 10%

- IV. Performs related clerical/administrative duties (e.g., collects data for labor/management meetings; creates computer logs and/or tracks data for grievance procedure; processes grievances; types notes taken during negotiations with union; maintains current records for human resources office such as employee orientation materials, county human resources handbook, union contracts, civil service laws and rules, classification specifications, employee bulletin board; forwards claims/paperwork to appropriate agency/person; organizes employee newsletter and/or informational meetings; assists in calculating budget/payroll; answers telephone; acts as receptionist).



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
Human Resources Assistant**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Typing principles; Computer operations; Agency payroll computer system; Office practices and procedures; Payroll functions and practices; Intermediate mathematical operations (e.g., calculate raises); Personnel records/files (e.g., salary information, Personnel actions, job information); Employee benefits; Employee time sheets; Position descriptions; Payroll related forms (e.g., sick slips, Compensatory time slips and unit time sheets); Personnel practices; Filing practices. Personnel policies, procedures and guidelines; Ohio Civil Service laws and procedures; Workers compensation; Social security; Disability; Federal, State and Local equal employment laws.	Performing intermediate mathematical operations; Performing computer operations; Typing; Writing.	Work with others; Perform intermediate mathematical operations (e.g., calculate pay amounts and deductions); Answer routine questions concerning payroll; Maintain accurate records; Complete forms (e.g., sick, vacation, compensatory slips and unit time sheets); Distribute pay checks; Type; Perform computer operations; Receive, process and file employee transfers; Set up personnel files for new employees; Prepare and process personnel actions; Review and make revisions to step grade roster (e.g., calculate raises); Perform mathematical operations (e.g., calculate raises); Review and complete returned personnel forms; Track insurance plans; Use Agency computer systems (e.g., CRIS-E); Enter payroll information into computer system;
<b>II</b>	Interviewing; Personnel guidelines, policies, practices, rules and regulations; Insurance plans for employees; Recruitment and application screening. Personnel practices and applicable laws and rules. Collective bargaining contract provisions; Job recruiting and screening practices; Certification policies; Reference checks; Orientation practices for new employees; Office rules and policies; Agency pay system and benefits; Employment testing; Workers compensation; Social Security Disability Federal, State and Local equal employment laws.	Organization; Oral communication; Interviewing; Performing computer operations.	Answer questions regarding benefits, insurance, compensatory time, sick leave and vacations; Answer questions regarding personnel issues/problems (e.g., workers compensation, social security, disability, personnel laws, policies and guidelines); Place notices of openings; Recruit from within and outside of Agency; Set up interviews with Director and unit Supervisor; Check references; Orient new employees (e.g., explain pay, benefits, rules and policies); Notify applicants of employment decisions made; Notify employees when testing is offered; Give or exchange facts and information.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
Human Resources Assistant**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>III</b>	Personnel policies, procedures and guidelines; Ohio Civil Service laws, rules, and procedures; Workers compensation; Social security; Disability; Federal, State and Local equal employment laws.	Advising; Organization; Oral Communication; Writing; Performing intermediate mathematical operations.	Advising others; Explains policies and procedures; Enter payroll information on work sheet and log; Write job descriptions; Review and make revisions to step grade roster (e.g., calculate raises); Maintain accurate records (e.g., employee time sheets); track sick, vacation and compensatory time.
<b>IV</b>	Office practices and procedures;	Oral communication; Reading; Writing; Typing; Performing intermediate mathematical operations.	Work with others; Prepare and maintain accurate records.



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### **Minimum Qualifications**

-Completion of one year of technical training in personnel/human resources practices, human relations, employee or labor relation, public administration, business administration or similar field.

-Or one course or six months experience in business mathematics, one course or six months experience in typing or keyboarding or word processing, one course or six months experience in office practices and procedures, one course or six months experience in human resources/personnel, and one course or six months experience in employee or labor relations.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires no unusual effort. The work is mostly sedentary. The incumbent works in an office setting where the probability of injuries is low. Normal safety precautions such as avoiding trips and falls are required.