



Administrative Associate – Human Resources

Job Description

Department: Human Resources Management
Position: Career Service
Grade: 506
Supervisory: No
Reports to: Human Resources Director

Summary

The Administrative Associate provides routine and complex administrative support by performing administrative functions such as financial system data entry, employee tracking, preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings and travel. Additional duties may include conducting research, preparing statistical reports, handling information requests, analyzing budgetary data, and interpreting budget guidelines.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist in planning and budgeting procedures for department expenditures and revenues.
2. Create department purchase orders. Balance monthly budget report and assist with budget preparations. Order items from vendors and request transfer of funds as necessary.
3. Type reports, memos, letters and other documents using word relevant computer software.
4. Answer phone calls and direct calls to appropriate parties or take messages.
5. Record, type and distribute meeting minutes.
6. Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
7. Perform general office duties such as ordering supplies and keeping office environment organized.
8. File and retrieve documents, records and reports.
9. Make travel arrangements for office.
10. Prepare and process county-wide personnel actions weekly. Clarify requests with department heads and other supervisory personnel. Ensure proper paperwork and documentation has been completed. Obtain authorization from the Human Resource Director prior to processing unusual requests.
11. Determine personnel action effective dates.
12. Notify department heads of upcoming due performance appraisals and keep record of all appraisals.
13. Respond to unemployment questionnaires.

For Office Use Only

Class Code: 6299
Class Title: Administrative Associate–HR
FLSA: Non-Exempt
Effective Date: 8/15/2018
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No

14. Negotiate the purchase of office supplies, furniture, and office equipment, etc., in accordance with company purchasing policies and budgetary restrictions.
15. Participate as needed in special department projects.
16. Maintain confidentiality while coordinating random drug testing with department heads or their designated representative and the collection/testing agency. Prepare and maintain database of employees subject to testing.
17. Enter department payroll.
18. Gather data and prepare reports related to turnover and employee count.
19. Maintain knowledge of Utah County Rules and Regulations.
20. Makes recommendations for modification to programs, as needed.
21. Exemplify the desired culture and philosophy of the organization.
22. Work effectively as a team member with the other members of management and the HR staff.

Competencies

1. Organizational Skills
2. Communication Proficiency
3. Time Management
4. Financial Management
5. Critical Evaluation
6. Ethical Practice
7. Flexibility
8. Stress Management/Composure
9. Relationship Management
10. Maintain Confidentiality
11. Initiative

Knowledge, Skills, and Abilities

1. Knowledge of current human resource laws
2. Skilled in Microsoft Office Suite
3. Skilled in intermediate reading, writing, and math
4. Skilled in conducting research
5. Ability to maintain cooperative working relationships with others in the workplace and the public
6. Ability to communicate effectively verbally and in writing
7. Ability to maintain files, records, and reports
8. Ability to make decisions free from personal bias
9. Ability to maintain confidentiality
10. Ability to multitask, prioritize tasks, and meet deadlines
11. Ability to work under pressure

For Office Use Only

Class Code: 6299

Class Title: Administrative Associate–HR

FLSA: Non-Exempt

Effective Date: 8/15/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. This role routinely uses standard office equipment such as computers, phones and photocopiers/scanners. Work requires frequent contact with the public and employees which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is required to type, file or lift office supplies up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Position Type/ Expected Hours of Work

The position work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee.

Required Education and Experience

1. High school diploma or equivalent
2. Four (4) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above
3. Equivalent combinations of education and experience may also be considered

Preferred Education and Experience

1. Two years of college level education in business, human resources, or generally-related field

Additional Eligibility Qualifications

1. Must pass a typing test at or above 40 WPM net
2. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

For Office Use Only

Class Code: 6299

Class Title: Administrative Associate—HR

FLSA: Non-Exempt

Effective Date: 8/15/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

For Office Use Only

Class Code: 6299

Class Title: Administrative Associate–HR

FLSA: Non-Exempt

Effective Date: 8/15/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No