

Intercity Transit
JOB TITLE: Executive/Human Resources Assistant

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Human Resources – ½ time Executive – ½ time	DIVISION:	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Executive Services Director Human Resources Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B21
SUMMARY: Provides ½ time staff assistance, support and research to the Executive Department, the General Manager, the Intercity Transit Authority, the Citizen Advisory Committee, volunteers and employees. Provides ½ time staff assistance, support and research to the Human Resources Department and employees.		
DISTINGUISHING CHARACTERISTICS: Performs specialized support activities for both the Executive and Human Resource Departments. As an Assistant, performs specialized and specific tasks requiring knowledge of administrative and human resources support activities. Work performed is within general parameters.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	EXECUTIVE DEPARTMENT: Represents and supports the Executive offices to the public via telephone and personal contact; interacts with executive level management, elected officials from public and private organizations and entities, department heads, Agency staff, and the general public; responds to requests for information and assistance; provides information within scope of knowledge regarding Agency policies, procedures, rules, and regulations; resolves citizen concerns and complaints, or refers individual(s) to appropriate staff.	Daily 5% (B2)
2.	Assists in coordinating meeting room usage. Sets up and maintains rooms. Helps maintains boardroom, storage areas, Agency library, and employee library. Updates and maintains employee photo database and photo board.	Weekly 5% (A1)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Composes and types general and detailed correspondence, letters, confidential documents, forms, reports and departmental related materials with brief instructions. Performs administrative and clerical duties as needed. Composes employee recognition letters and assists Executive staff in monitoring the Agency's recognition program. Provides clerical support to the training division.	Weekly 10% (A1)
4.	Assists in planning and implementing special events. Prepares and executes promotional materials for the executive services programs. Designs and prepares announcements, banners, flyers and posters.	Weekly 5% (B2)
5.	Edits and proofreads reports, minutes, and materials prepared by other Executive staff; ensures conclusion of pertinent source information in documents. Copies, collates, and distributes information.	Monthly 5% (A1)
6.	Tracks monthly and milestone recognition; makes weekly purchases; and annually calculates and notifies employees of balances available.	Weekly 10% (A1)
7.	Represents the Executive Department on various internal committees. Assists the Executive Department with planning and implementing special events, i.e. Transit Appreciation Day. May be required to represent the Agency at external events.	Monthly 5% NB
8.	Performs special projects, as needed, including data and information collection, preparation of materials and initial analyses and conclusions.	Occasionally 5% (B2)
9.	Assists with writing, distributing and maintaining department and Agency policies, procedures, tasks and rules. Recommends new and improved procedures and assists in implementation of changes. Writes and distributes policy alerts for agency employees. Maintains Executive Department policy manual. Establishes and maintains required personnel records and forms; and complies with legal records retention schedules.	Monthly 5% (B2)
10.	Attends and takes minutes at the monthly Citizen Advisory Committee.	Monthly (A1) 5%
11.	Performs other duties of a similar nature or level.	As Required
12.	Must meet regular time and attendance standards.	Always

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
HUMAN RESOURCES DEPARTMENT:		
1.	Performs various clerical duties, utilizing standard office equipment, to include: distributing mail; making photocopies; performing data entry; preparing mass mailings; typing; and performing word processing.	Daily 5% (A1)
2.	Responds to department, outside agency, employee and public inquiries; provides information within scope of knowledge or refers individual to appropriate staff.	Daily 5% (A1)
3.	Assists in claims administration and tracking of all Agency accidents, incidents, employee injuries, and passenger events. Reviews reports, incidents, and related materials and enters data into computer. Develops, verifies, compiles, and records statistical and narrative information for the preparation of reports and records.	Daily 15% (A1)
4.	Researches, reviews, process subrogate accident claims and monitors payment of claims. Works with Agency insurance carrier on coordination of claims.	Weekly 5% (B2)
5.	Develops databases, logs and tracking systems to facilitate department operations and programs. Verifies employee information and inputs data into various programs for regulatory compliance, i.e. OSHA, Workers Compensation, Drug and Alcohol Testing. Verifies, compiles, and records statistical and narrative information for preparation of reports and records.	Daily 15% (B2)
6.	Performs special projects, as needed, including data and information collection, preparation of materials and initial analyses and conclusions. Collates information packets for monthly random testing program; tracks and compiles D & A testing data.	Weekly 5% (B2)
7.	Prepares general and detailed correspondence, letters, confidential documents, reports, and forms from brief instructions or notes. Establishes and maintains required personnel records, files and forms; and complies with legal records retention schedules.	Weekly 5% (A1)

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8.	Assists in recruitment efforts to include: operator testing day, preparation of employment opening notices and advertisements; applicant notification and tracking; interview scheduling; upkeep of database.	Monthly 5% (A1)
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
9.	Creates purchase orders, compiles receipts and balances Visa statements for Finance Department.	Weekly (A1)
10.	Supports Agency Safety Program; attends safety meetings, records and prepares minutes and reports; distributes to agency staff and bulletin boards. Assists in periodically updating Safety Boards with other informational materials.	Monthly 5% N/B
11.	Performs other duties of a similar nature or level.	As Required
12.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Customer service and public relations principles;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping maintenance policies, practices, and methods;
- Mathematical concepts;
- Word processing methods;
- English language, grammar, and punctuation.
- Rhetorical, oratorical, and grammatical theory and practices;
- Event planning principles;
- Graphic design principles;
- Electronic calendaring;
- Meeting planning practices;
- Applicable Federal, State, and Local laws, rules, and regulations.

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Skills (position requirements at entry):

Skill in:

- Prioritizing work and organizing information;
- Maintaining confidentiality;
- Using computers and related software applications;
- Performing routine mathematical calculations;
- Providing customer service;
- Filing and maintaining records;
- Reading and interpreting documents and applying policies, procedures, and guidelines;
- Performing multiple tasks simultaneously;
- Using modern office equipment;
- Designing and maintaining databases;
- Gathering and analyzing data and comparing various sources of information;
- Preparing, writing and editing reports and documents;
- Computing ratios, rates, and percents to draw conclusions and interpret data;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree and three years of increasingly responsible administrative support experience (some human resources support experience preferred); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by C.DiRito

Date: 9/20/07 for 2008 Budgeted Position

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 8/16/11; CDiRito

Revised: 9/16/2011 Comp Class Review: HR