



CITY OF PAWTUCKET

Job Description

Job Title: HUMAN RESOURCES ASSISTANT
Department: HUMAN RESOURCES
Reports To: CONSOLIDATED HR COORDINATOR
Pay Grade: X09 \$43,300.63 - \$52,689.68
Prepared By: SM
Prepared Date: JULY 2018
Approved By: JLH
Approved Date: JULY 2018
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SUMMARY

Responsible for a wide variety of administrative and technical work pertaining to the operations of the Human Resources Department. The Human Resource Assistant supports key human resources functions with a primary focus in the area of employee and retiree benefit administration. Responsible for the oversight and coordination of many diverse administrative tasks requiring confidentiality and excellent judgement. Must have an understanding of municipal contracts, Personnel Rules & Regulations, and City Ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides excellent customer service as it relates to the HR operations to the general public, employees, retirees, beneficiaries and applicants
- Maintains all human resources records, database and employee files in compliance with RI Retention Law.
- Enters weekly payroll and personnel changes into the payroll HRIS database
- Enrolling new employees and making necessary transfer information into the Executime timekeeping system; troubleshoots as needed
- Assisting employees at all levels of the organization with work related inquiries including but not limited to FMLA, Worker's Compensation, Benefits, Policies & Procedures, etc
- Prepares necessary documentation or requested information for APRA requests, Verification of Employment, Death Claims, Creditable Coverage documentation, etc.
- Receives and tracks union grievances and reclassification requests
- Prepares and assists the Coordinator with the agenda and supporting documents for the Personnel Board and City Council meetings

- Works in conjunction with the HR Coordinator in compiling yearly reporting requirements, such as CMS, salary and wage reports, EEO statistics, etc.
- Orders office supplies for the department as needed
- Creates monthly reports of current, retired, temporary employees for various departments when needed
- Responsible for various HR initiatives, such as Dress Down Day collection of funds from employees to be donated to charitable organizations and receipt/processing of those donations.
- Performs other job related duties, including but not limited to: Screening job applicants, monitoring examinations, preparing orientation or benefit related information for dissemination or informational sessions, tracking employee evaluations.

HR Assistant-(Benefits): duties:

- Acts as the Benefits Administrator for all city offered benefit plans, including Medical, Dental, Life Insurance, COBRA and other benefit related plans.
- Responsible for the enrollments/terminations/transfers of employees and retirees on/off plans and performs monthly accounts payable functions for city offered benefit plans.
- Verifies accuracy of monthly billing statements and invoices and requests payment through A/P system.
- Responsible for data entry and tracking of benefit and dependent changes in the HRIS, such as adding/termination of benefits and/or dependent(s), transferring to retiree medical group, etc. and recording accurate effective dates as required by the ACA and 1095C reporting.
- COBRA notifications to terminated employees or retirees turning age 65 and the tracking of student/dependent recertification. Also reporting and correspondence of dependents aging out of Medical or Dental coverage.
- Notification and transferring of retirees to Plan 65 or Medicare Advantage
- Responsible for the monitoring and changes to the yearly Medical/Dental Waivers and payments of the same
- Provides monthly reports to Finance to capture the cost of medical and dental benefits associated with each vendor and group plan
- Meets with retirees and employees considering retirement to review benefit options and procedures.
- Manages the City's FMLA, IOD and Worker's compensation programs, including sending mandatory paperwork, tracking and follow through with physician documentation.
- Coordinates yearly Open Enrollment process for all City departments, which may include Benefit Fairs, Q&A sessions, or mailings of plan documentation changes
- Works in conjunction with health vendor to organize and provide Annual Flu Clinic for employees at City Hall
- Acts as a liaison between the City and the Worker's Compensation insurance company, Blue Cross, Delta Dental and Sentinel Benefits to ensure up to date records and troubleshooting employee/retiree benefit concerns.

- May assist in the recruitment and promotional exam process of public safety employees in partnership with the Police and Fire Department representatives, including assisting in proctoring examinations and agility testing.
- May assist the HR Specialist in monitoring the CDL licenses and the Drug and Alcohol Testing Program in compliance with the City Policy and RIDOT regulations.

HR Assistant- (Public Safety) duties:

- Acts as the Plan Administrator for the City's public safety employees' retirement plans in accordance with Collective Bargaining Agreements, City Ordinances & Pay Plans.
- Prepare and update monthly State Street Police & Fire Pension Employer Contributions and Benefits Paid information
- Meets with new retirees to review benefit elections, review retirement options, monthly payment information, tax options, COLA and beneficiary information, etc. Processes new enrollments into State Street portal.
- Works with Payroll department to calculate all police and fire monthly retiree benefit and payment information, including COLA due dates, disability information, and termination of benefits.
- Oversee the process for Police and Fire department disability retirements, ensuring adequate information was provided to the City and proper process was followed, in accordance with the pension ordinance and the union contract.
- Prepare and maintain monthly Actuary Report for all pension plan participants. Works with Finance department to do yearly audits to ensure accuracy of reporting.
- Maintains Fire and Police retirement files, including beneficiary and payment information
- When requested, calculate the purchase of Military, Academy or prior Law Enforcement service time for retirement. Documents when employee is on a Leave of Absence without pay to exclude from pension calculations at retirement.
- Administers and manages the FireFighter and Police Officer recruitment process' including but not limited to: preparing job postings, validating applicant data, EEO reporting, preparation and completion of eligibility lists, scheduling examinations (psychological, agility & oral testing), conditional offers of employment, calculation of final scores and placement on eligibility list.
- Works with police or fire department representatives to onboard municipal academy recruits with new hire paperwork and benefits review. Upon completion of the academy, transitions employees to Probationary status through the same process.
- When requested from other departments, provides background information for prior police officer candidates who have applied through the City's recruitment process

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working knowledge of human resources practices and procedures. Proven experience in maintaining confidentiality. Must be computer proficient in Microsoft Office Suite, including Word, Excel and able to type at least 40 words per minute. An HR practical knowledge test will be administered.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) from two-year accredited college and at least five years' work experience in Human Resources or; Bachelor's degree in Human Resources or related field preferred with at least 5 year's Human Resources experience. Experience in the public sector and in a unionized environment a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must be able to interact courteously and effectively with the public as well as Department Heads, Governmental Agencies and Private organizations. Bilingual speaking is a plus.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's license is required
HR Certifications PHR/SHRM-CP a plus
Must sign a confidentiality agreement and successfully pass a criminal background check

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee may frequently required to use hands for dexterity, crouch, kneel, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job description includes close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to multitask and manage relations from different individuals from throughout the organization and the public. The noise level in the work environment is usually moderate.