



JOB TITLE: Human Resources Assistant (Part-Time)
DEPARTMENT: Human Resources
REPORT TO: Human Resources Manager
SALARY GRADE: Level 101
SALARY RANGE: DOQ (\$17.00 - \$19.00 per hour)

LAST REVISION DATE: 10/2019
EEO: Administrative Support
FLSA: Non-Exempt, Part-Time

PURPOSE OF JOB

Under direction of the Human Resources Manager, the Human Resources Assistant will provide support in the Human Resources department for functions such as recruitment, payroll and benefits, human resources, relevant research, and records management. The incumbent must keep multiple tasks on schedule, maintain a positive and pleasant attitude, and be willing to pitch in where needed.

ESSENTIAL FUNCTIONS

- Assists with various human resources management functions including recruitment, candidate screening and selection, payroll and benefits, compensation, reporting, and records management.
- Enters necessary information into the payroll system, including new hire setup and data maintenance.
- Coordinates and administers new hire orientation and onboarding.
- Assists with preparing and submitting paperwork for terminations and new hires.
- Assembles information, compiles statistics, and prepares reports.
- Prepares correspondence and manages required paperwork for payroll and benefit changes.
- Assists with annual benefit enrollment including preparation of election forms, data entry, and submitting enrollment paperwork to benefit carriers.
- Administers and communicates needs for FMLA, administrative, and disability leave, while tracking necessary leave time.
- Supports Human Resources department with Affordable Care Act (ACA) reporting and compliance and determining benefit eligibility.
- Prepares and records employee identification badges.
- Performs research related to compensation, benefits, and Human Resources best practices to ensure compliance and to help DCTA remain competitive.
- Responds timely to requests for verifications of employment, unemployment earnings requests, Texas Workforce Commission (TWC) requests, and information requests related to Workers' Compensation.
- Continually maintains items such as personnel files, medical files, payroll files, etc.
- Reconciles monthly insurance benefit invoices with payroll deductions to ensure financial accuracy and compliance.
- Assists Finance and Human Resources with requested information for the annual audit.
- Maintains employee confidence by keeping human resources information confidential.
- Assists Human Resources Manager and NTMC Human Resources with other projects as assigned.

The Human Resources Assistant reports to the Human Resources Manager. This is a part-time position that is structured around 20 hours per week on a fixed schedule.

REQUIREMENTS TO PERFORM WORK

Knowledge of:

- Basic knowledge of Human Resources practices
- Working knowledge of Affordable Care Act and Medical Insurance
- Basic knowledge of payroll laws preferred
- Kronos Payroll System (Workforce Ready "WFR") experience preferred
- Proper usage of English Language, with professional communication skills, both written and verbal
- Principles and practices of business letter writing
- Modern office methods, procedures, and computer equipment
- Microsoft Office suite including Word, Excel, PowerPoint, Outlook
- Principles and practices of routine analytical research

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work
- Prioritize items, and be efficient on time-sensitive matters
- Understand the organization and operation of DCTA and of outside agencies as necessary to assume assigned responsibilities
- Understand and follow oral and written instructions
- Compile and maintain complex and extensive records
- Intermittently review documents related to department operations
- Understand, interpret and explain department policies and procedures
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments
- Work under time pressures to meet deadlines
- Be well organized and handle multiple projects

Core Qualities:

- Ability to lead with a positive attitude and exhibit friendly behavior with everyone they encounter.
- Ability to use his/her time effectively and efficiently and own the responsibilities of his/her position and responsibilities. Values time management and organization. Is able to identify and concentrate on his/her efforts and priorities.
- Ability to manage a broader range of activities than assigned. Has a desire to own his/her job.
- Ability to be action-oriented. Not fearful of acting with a minimum of planning or supervision.
- Ability to be driven with energy for the things he/she sees as challenging. Seizes all opportunities.
- Ability to use logic and methods to solve difficult problems and identify effective solutions. Is comfortable with analysis. Looks beyond the obvious and discovers answers before asking first-line questions.
- Ability to write clearly and succinctly in a variety of communication settings and styles. Is able to communicate effectively with the end result in mind.
- Ability to work in a highly-driven team environment. Exhibits the desire to assist others with the completion of projects and responsibilities with the end goal in mind at all times.

The ideal candidate will:

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

EDUCATION AND EXPERIENCE

- High School Diploma or Associates degree in business, human resources, or related field
- Two (2) years of experience in human resources, payroll, and/or benefits, or equivalent combination of relevant education and experience

Special Requirement: Hold a current valid Texas Driver's License or have the ability to obtain one upon entry into the position.

PHYSICAL ACTIVITIES

Physical activity includes, but is not limited to: on a continuous basis, sit at a desk for long periods of time; intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; lift light weight; reaching above the waist, reaching below the waist, and reaching waist to shoulder to reach inventory on shelves; repetitive motion and fingering when using computer keyboard; talking and hearing when dealing with customers.

Additional perks and benefits that accompany part-time employment with DCTA:

- Telecommuting options available, up to three days a month, after successful completion of your six-month probationary period and if suitable for your position.
- Flexible office hours are permitted, which are coordinated with your supervisor.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)
 - Judicial Retirement System of Texas (JRS)
 - Teacher Retirement System of Texas (TRS)
 - City of Austin Employees Retirement System (COAERS)
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, and continual efforts to improve wellness throughout the agency.