

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Administrative Assistant I, II, III - Human Resources
Wage/Hour/Status: 7, 8, and 9 Non-Exempt
Reports to: Program Manager

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Provides a broad range of administrative and personnel support services to both local center staff and Program Manager to include file maintenance, coordination of recruiting, policy interpretation, employee leaves and human resource related issues.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Facilitates staff recruitment and selection by:
 - Maintaining job descriptions, interview questions, and application forms.
 - Preparing interview packets for the appropriate position.
 - Maintaining system for distributing and collecting job applications.
 - Requesting JTPA workers for the Center and supervises them if necessary.

2. Administers the employee orientation program for new and returning staff by:
 - Processing advertisement/placement of job openings, distributing notice of openings in the local community, posting in-house signs following standard procedures.
 - Scheduling and setting up interview team members, collaborating with Family Service Manager in scheduling parents.
 - Conducting verification of employment as requested (reference checks).
 - Organizing and scheduling staff/group orientations.
 - Assisting in filling out all employee documentation, insurance, etc.
 - Collecting all hiring/separation paperwork.
 - Reviewing new hire documentation for accuracy.
 - Informing staff of benefits/payroll or any new procedures.
 - Activating ABRA for returning staff, inputting any new or revised data.

3. Maintains human resource records and provides historical reference by:
 - Maintaining and enforcing HR filing and documentation systems.
 - Maintaining system for distributing, collecting and filing job applications.
 - Developing and maintaining employee personnel files following standard procedures.
 - Documenting interviews and job offers.
4. Ensures Federal, State, Local and Agency compliance by:
 - Tracking and following through of employee performance appraisals, employee physicals, criminal record checks, FBI checks, I_9's, Driving Record Checks, PPD's, Hep. B vaccination series, reference checks, and any other job requirements mandated by the grant or local statute.
5. Maintains effective administration and collation of workers' compensation requirements by:
 - Assisting in the development and/or improvement of a communication system to ensure timely filing of the claims.
 - Assisting managers/supervisors in completing the necessary forms and developing modified assignment.
 - Providing central communication link between supervising staff, injured worker and CO.
 - Tracking modified assignments and reporting absences, medical appointments, vacations and other related leaves to C.O.
 - Ensuring the completion of appropriate documentation related to the overlap of payroll, benefits and leaves and in connection with applicable state/federal laws.
 - Maintaining medical and other related records in accordance to Agency policy and as mandated by law.
 - Assisting in making contacts with physicians and medical facilities for information purposes.
 - Providing required documentation to C.O. within the mandated time-frame.
6. Performs other office related tasks and produces information by:
 - Transcribing, formatting, composing, editing, retrieving, copying and transmitting text, data and a wide variety of routine correspondence and reports.
 - Answering phones/assisting public and staff.
 - Tracking to ensure licensing certification is updated and renewals submitted in a timely manner.
 - Processing daily mail and distributing to appropriate personnel.
7. Provides computer assistance to local staff by:
 - Training employees on various computer programs.
 - Assisting during any errors on printing, etc.
 - Troubleshooting computer program problems and reporting to appropriate personnel as necessary.
8. Continually applies safety practices in all facets of the performance of duties by:
 - Complying with agency safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injuries.

9. Maintains a team approach to all duties by:
 - Promoting and following open communication and team atmosphere.
 - Following county policies regarding chain of command and conflict resolution.
 - Supporting and informing staff and visitors of our open door policy.
10. Maintains technical knowledge by:
 - Attending meetings, workshops, and trainings, networking and reading professional publications.
11. Maintains confidence and protects agency operations by:
 - Keeping information confidential.
12. Other responsibilities:
 - Performing other work related or assigned duties.

Education and Job Requirements:

High School Education or GED with at least two-four years secretarial related experience in an office environment, preferably in Human Resource Management or Head Start setting OR AA/AS degree in business administration with two years work experience wherein the majority of the time was spent administering general business matters requiring independent judgment and discretion.

Other Job Requirements:

1. Must be registered with Oregon's Central Background Registry.
2. Ability to pass an agency sponsored physical examination. TB test documented.
3. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Must be Computer literate with working knowledge of IBM computers utilizing Windows, and MS Office. Ability to operate office copier, fax machine, 10 key adding machine.
5. Knowledge of the Migrant Head Start programs desirable.
6. Demonstrate knowledge and strong commitment to the laws that protect children in the State of Oregon.
7. Must enjoy working with and be sensitive to the needs of low income and minority families.
8. Ability to travel out of town to attend workshops or training.
9. Current First Aid and CPR cards.

Adjunct Responsibilities

At some sites incumbent in this position may supervise other program staff. In this case incumbent may be responsible for:

1. Supervising staff and volunteers.
2. Coaching, counseling and disciplining employees.
3. Planning, monitoring and appraising job results.

Other Skill Requirements:

1. Bilingual Spanish/English preferred. **Bilingual fluency may be required at some work sites.**
2. Excellent communication and organizational skills.
3. Ability to work and relate positively with children and adults.
4. Excellent supervision/managerial skills (depends on level of responsibility).
5. Effective training/development skills
6. Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made under general agency policy constraints, but occasionally requires independent decision making.

Physical Requirements of the Job:

See Human Resources for Physical Job Analysis.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods.

Mental Requirements of the Job:

Frequent interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentation to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.