

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: Personnel Assistant
SALARY: \$16.62/hour
CLOSING DATE: June 20, 2018

CITY OF TREASURE ISLAND JOB DESCRIPTION

JOB TITLE: PERSONNEL ASSISTANT GRADE: 11
DEPARTMENT: PERSONNEL SALARY: \$16.62 - \$24.32

GENERAL DESCRIPTION:

This is a responsible/confidential highly technical position responsible for providing complex administrative and analytical work assignments. The incumbent receives both routine and special projects, and interacts with employees to explain/review personnel rules, regulations, benefits, and procedures. Requires considerable independent judgement, initiative and tact when engaging with employees, other agencies, vendors and the public. Work includes processing payroll, personnel transactions, and maintaining related files and records according to applicable laws and retention rules. Performs various personnel functions, handles and protects sensitive data as well being responsible for other miscellaneous clerical functions within the Personnel Department. This position is also responsible for maintaining on behalf of the City, confidential information on collective bargaining proposals and strategy. This position reports to the Personnel Director.

ESSENTIAL JOB FUNCTIONS:

1. Processes personnel and insurance transactions paperwork and forms for accuracy completeness and conformance with labor contracts, personnel rules regulations and procedures and deadlines.
2. Maintains comprehensive personnel and benefit information files for applicants, current and past employees. Maintains comprehensive testing, employment, benefit, classification, pay or other personnel management records.
3. Receives and processes a variety of personnel related documents and requests, including but not limited to scanning personnel information, annual leave requests, times sheets, medical files, employee notices, evaluations, background screenings and drug testing results.
4. Posts prepared information regarding job openings and application procedures.
5. May be responsible for review of Time and Attendance entries against payroll policies. Processes weekly payroll.
6. Answers routine employee questions concerning employee benefits, union contract and Personnel Manual procedures and policies.
7. Costs out union collective bargaining proposals and collects and maintains confidential bargaining data on behalf of the City.
8. Assists in developing or costing out City's bargaining proposal alternatives for consideration.
9. Prepares worker's compensation paperwork as directed and maintains accurate and appropriate files and documents relating to worker's compensation.
10. Processes accident forms and paperwork for all accidents.
11. Processes purchase orders, invoices and maintains computer records of changes in benefits.

12. Performs copying, filing, phone answering, typing and receptionist duties as assigned.
13. Receives and processes requests for personnel and benefit information; provides guidance regarding personnel and benefit policies to citizens and other city employees; and assists in rendering interpretations of group insurance policy provisions, and applicable personnel management rules, regulations and procedures.
14. Will maintain confidentiality of the Personnel Office.
15. Assists in maintaining records.
16. Performs related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern office practices and procedures.
- Knowledge and proficiency in computer software applications.
- Proficiency in business English, spelling and some basic arithmetic.
- Knowledge of current personnel and benefits functions, collective bargaining procedures, including knowledge of handling of confidential data.
- Ability to acquire knowledge of legal framework for personnel policies.
- Ability to be flexible and deal with variety and rapid change of assignments with close attention to detail and confidentiality.
- Must have ability to work on their own, and the ability to work with sensitive issues, maintaining the integrity of the office in the absence of the Personnel Director.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Ability to communicate both verbally and in writing, and possess good people skills.

EDUCATION AND EXPERIENCE:

Must possess a high school diploma or a GED.

Two (2) years experience in the field of Personnel.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)