



Baker County Board of Commissioners

Human Resources Assistant Job Description

JOB OVERVIEW

Advanced and specialized work providing support to the Human Resources Director and all County employees. This position is responsible for providing services related to employee benefits, wellness programming, worker's compensation, recordkeeping, including personnel files, database information and administrative duties.

Confidentiality is a requirement in the Human Resources Office.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED Certificate; and valid Florida Driver's License.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Ability to recognize the requirement of confidentiality in the Human Resources Office.
- Knowledge of office practices and procedures.
- Ability to supervise the maintenance of a variety of records.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages.
- Ability to review, classify, categorize, prioritize, and/or analyze data and/or information.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel. Successful pass of Word and Excel test required.
- Ability to successfully communicate and interact with employees, public, Elected Officials, insurance representatives, and other vendors.
- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to operate a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to answer telephone and provide information.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Assist employees with personnel matters, health insurance and other benefit issues. Processes the record updates for all personnel and benefit selection transactions, including new hires, transfers, promotions, terminations, in a timely manner.
- Processes all enrollment forms with our Benefit carriers.
- Maintain and ensure the accuracy of the information in the personnel and benefits databases (updates to employee's personal information, education, certifications, training, etc.) Responsible for making corrections to the information as required.
- Handles and routes all worker's compensation claims. Maintains claim information and any updates of injured employees. Acts as liaison between injured workers, departments and the work comp carrier.
- Involved in safety meetings as well as prepares packets and minutes for the meetings. Organizes safety training.
- Involved in programs to promote wellness and improve the general health of employees. Organizes and/or conducts wellness training for employees with support from HR Director/Broker/Health Carrier.
- Process motor vehicle checks and background checks on applicants and employees as required.
- Composes correspondence and memoranda for the Human Resources Director, including copying and faxing.
- May be assigned to work in the front office due to staffing issues.
- Prepare documents and records for record retention or destruction.
- Regular attendance
- Reports to the Human Resources Director.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.