

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: ~~Administrative Assistant~~ Human Resources Generalist – Confidential EE

DEPARTMENT: Administrative Services

POSITION TITLE OF IMMEDIATE SUPERVISOR: ~~Human Resources Manager~~ Administrative Services Director

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this non-union position is to perform a variety of responsible and confidential ~~administrative support~~ human resources functions at the direction of the Administrative Services Director, for the Administrative Services Department. This may include, but is not limited to assisting with employee recruitments, workers' compensation processes, employee benefits, posting City agendas, FMLA recordkeeping, DOT testing and record keeping, absentee balloting election processes, licensing processes, and assisting the Communications Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative support work for Human Resource functions including preparing and sending applicant correspondence, scheduling and performing interviews, including pre and post interview paperwork, -and preparing materials for the interview panel
- Creates job descriptions, postings, supplemental questions and scoring plans in NeoGov for all recruitment efforts
- Creates all advertising for recruitments
- Oversees random DOT testing program and records
- Accesses Driver and Vehicle Services systems to process driving records per the City's hiring standards
- Utilizes the J.D. Edwards payroll system, online benefits programs and online recruitment programs or other appropriate systems, to streamline HR processes and recommends changes and processes to simplify or eliminate unnecessary steps
- Creates spreadsheets and reports using data gained from surveys, internal payroll records, or other sources
- Provides human resource services to all city departments and employees
- Completes employment verifications
- Maintains files and records in accordance with the data practices act and records retention schedule

Human Resources Generalist ~~Administrative Assistant~~ – Confidential EE

- Assists with FMLA and workers' compensation recordkeeping
- Ensures new employee and terminating employees' forms are complete and the payroll department is provided with necessary documentation
- Reviews online benefits elections for accuracy and completeness
- Assists with various surveys and compiles results
- ~~Prepares and sends Survey Monkey surveys~~
- ~~Prepares and maintains a central contact directory and eliminates redundant records.~~
- Utilizes Laserfiche to enter and retrieve data or assist with data searches according to established protocols
- ~~Assists the Communications Committee by preparing various communications materials using the Microsoft Office Suite to promote the strategic plan~~

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- Reviews the City website to ensure current and helpful information is posted for external users and recommends possible improvements
- ~~Assists Administrative Services staff with the electronic preparation of City Council and Board and Commission agendas~~
- ~~Provides administrative support to the City Clerk for elections including preparing and delivering voting equipment and materials, maintaining voter registration files, accepting absentee ballots, preparing precinct materials, counting ballots, answering election judge's questions and assisting as needed with election judge training~~
- ~~Provides administrative support to the City Clerk for licensing, including processing renewals, tracking, sending second notices, and processing licenses and mailings~~
- ~~Assists City Clerk with City records management~~
- ~~Serves as a committee assistant to the Assists with taking minutes at safety & security committee meetings and the labor management committee meetings,~~
- ~~Prepares for and assists with open enrollment.~~
- ~~Assists research related to labor negotiations and staff meetings~~
- Performs special projects as needed within Administrative Services

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of standard office practices, procedures and equipment.
- Working knowledge of human resource functions and customer service
- Considerable skill in organizing work, prioritizing, multi-tasking and evaluating and improving processes
- Considerable skill in Microsoft Office applications, including, but not limited to Outlook, Word, Excel, Power Point and Publisher
- Considerable ability to examine a situation or project and determine steps to complete the project
- Considerable ability to follow-through and handle details accurately and meet deadlines
- Considerable ability to communicate both verbally and in writing and develop good working relationships with City staff, elected officials and the general public
- Working ability to analyze moderately complex information and processes and prepare accurate reports and correspondence

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Three years of related work experience in a responsible administrative support position
 - An equivalent combination of education and experience will be considered
- Proven Microsoft applications experience -- Candidates must pass a Microsoft practical exam (Word, Excel, and PowerPoint)

DESIRED QUALIFICATIONS

- Associates Degree in Business, Business, Industry & Technology, Human Resources or equivalent
- Experience in public sector human resources and/or payroll
- Certified Microsoft Professional or equivalent abilities

JOB ACTIVITY REQUIREMENTS
Administrative Assistant – Confidential EE

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing		x		
2	Sitting	x			
3	Walking	x			
4	Lifting			x	
5	Pushing / Pulling			x	
6	Carrying			x	
7	Climbing				x
8	Kneeling				x
9	Crawling				x
10	Crouching				x
11	Bending at waist				x
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work				x
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 24 pounds without assistance.

Job working conditions			
		Yes	No
1	Working Outdoors		x
2	Working Indoors	x	
3	Operating forklifts or dangerous equipment		x
4	Operating motor vehicles		x
5	Providing work direction to other employees		x
6	Working with chemicals		x
7	Working near fumes and vapors		x
8	Driving a City vehicle or personal vehicle		x
9	Driving is an essential function of this job		x
10	Subject to random DOT drug and alcohol testing		x