

# **P H C S A**

**Palm Harbor Community Services Agency, Inc.**

## **Human Resources Assistant to Director**

**The duties below are representative of the duties of the position and are not intended to cover all the duties performed by incumbents of any particular position.**

### **DEFINITION**

Responsible for all human resource activities including, but not limited to employment, compensations, labor relations, benefits, and training and development. Provides high-level administrative support and assistance to the Human Resources Director.

Work involves performing functions that are varied in subject matter and level of difficulty, a detailed working knowledge of accounting, departmental operations and Human Resources procedures is preferred. Work involves a high degree of confidentiality. Work requires the ability to interact effectively with entity Directors and employees. Work is supervised by the Human Resources Director and evaluated through review of correspondence and prepared materials.

### **ILLUSTRATIVE DUTIES**

- Prepare, process and distribute payroll.
- Design and Conduct new employee orientation.
- Creating new hire folders, review new hire paperwork for completeness.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions transfer, performance reviews and terminations and employee statistics for government reporting.
- Recommend, develop and maintain human resource databases, computer software systems, and manual filing systems.
- Recommend, develop and schedule training and development courses.
- Advises management in appropriate resolution of employee relations issues.
- Develop and recommend operating policy and procedural improvements.
- Responds to inquiries regarding company personnel policies, benefits, and procedures to employees or job applicants
- Responds to inquiries regarding examinations, eligibility, salaries, benefits enrollment, and other pertinent information

- Attend PHCSA Board meetings as well as any additional meetings when needed.
- Assist in revision and distribution of HR documents to include employee, medical, and documents to meet company standards.
- Familiar with PHCSA insurance policies, both commercial and medical
- Other duties as may be required

## **MINIMUM QUALIFICATIONS**

Education and experience: Four-year degree in Administration and/or Business or five years of relevant Human Resources work experience is preferred and supplemented by proficiency in Microsoft Office, general accounting and general business practices. Candidate must possess excellent written and verbal communication skills.

## **KNOWLEDGE AND ABILITIES:**

- Knowledge of office practices and procedures, equipment and supplies
- Knowledge of accounting practices, procedures and regulations
- Ability to compile data, and write clear and comprehensive reports
- Ability to establish and maintain effective relations with PHCSA Board, employees, volunteers, press and the general public.
- Ability to use discretion in handling confidential information
- Ability to perform work independently and with a minimum of supervision.
- Ability to follow complex verbal and written instructions
- Ability to coordinate personal schedule at the convenience of the HR Director.

## **MINIMUM HOURS PER WEEK: 10 Hours**

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida driver's license.

**DRUG FREE WORKPLACE:** Palm Harbor Services Agency, Inc. is a drug-free workplace in accordance with Federal and Florida Law.

**ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

### **Necessary Special Requirements:**

Employment contingent upon passing a criminal convictions check, DCF Level 2 screening which is subject to re-check every five years. Also, a 5-panel drug screening.

I have read, understand and am able to perform the job description without additional accommodations.

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Signature

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Date

