



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy in Classified Non-Union:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Administration	Human Resources	Human Resources Assistant	X09-\$43,300.63- \$52,689.68

Summary:

Responsible for a wide variety of administrative operations of the Human Resources Department requiring confidentiality and sound judgement. The Human Resources Assistant provides support to all human resources functions under the direction of the Consolidated Human Resources Coordinator. Primary responsibilities include city-wide benefit administration and management of leave of absence, Worker's Compensation, Injured on Duty and FMLA programs.

Minimum requirements upon application:

- Associates degree or equivalent from two-year college or technical school, or at least three year's work experience in Human Resources or related field; Bachelor's degree preferred.
- Working knowledge of human resources practices and procedures, particularly FMLA, Worker's Compensation and Injured on Duty programs.
- Proficiency in Microsoft Office products including Word, Excel, PowerPoint & Access
- Experience in the public sector and in a unionized environment a plus
- Demonstrated ability in maintaining confidentiality
- Must be able to type at least 40 words per minute. A typing test will be administered.
- HRCI or SHRM certification preferred
- Valid Driver's License required, as off-site meetings and trainings are often necessary

PLEASE SEND A COVER LETTER, RESUME AND NECESSARY DOCUMENTATION (copies of diplomas and/or job required certifications)

**VIA EMAIL TO
HR@PAWTUCKETRI.COM**

Candidates must meet minimum qualifications as stated in job description.

Application Period: August 23, 2019 – Until filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: HUMAN RESOURCES ASSISTANT
Department: HUMAN RESOURCES
Reports To: CONSOLIDATED HR COORDINATOR
Pay Grade: X09
Prepared By: SK
Prepared Date: JULY 2018
Approved By: JLH
Approved Date: JULY 2018

SUMMARY

Responsible for a wide variety of administrative operations of the Human Resources Department requiring confidentiality and sound judgement. The Human Resources Assistant provides support to all human resources functions under the direction of the Consolidated Human Resources Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides excellent customer service as it relates to the HR operations to the general public, employees, retirees and applicants
- Maintains all human resources records and employee files in compliance with RI Retention Law.
- Administers the retirement/pension systems accurately for the public safety employees and municipal employees in accordance with Collective Bargaining Agreements and prepare related reports as needed.
- Maintains and administers the CDL licenses and the Drug and Alcohol Testing Program in compliance with the City Policy and RIDOT regulations
- Prepares and posts employment opportunities in accordance with the City's Pay Plan Ordinances, union contracts, and AAP. Assists the Coordinator in the recruitment and selection process.
- Enters and reports weekly payroll changes to the payroll system
- Enrolling new employees into the Executime System and troubleshoot as needed
- Orders office supplies for the department as needed
- Responsible for the accounts payable functions for the department
- Prepares and assists the Coordinator with the agenda and supporting documents for the Personnel Board and City Council meetings
- Assists in the recruitment of public safety employees in partnership with the Police and Fire Department representatives

- Assists in the public safety promotional exam process and reviews the scores in partnership with Police and Fire representatives.
- Works in conjunction with the HR Coordinator in the administration of all employee benefit programs and COBRA administration as well as related reporting requirements.
- Assists the Coordinator in the administration of leave of absence, Worker's Compensation, Injured on Duty and FMLA programs.
- Performs other job related duties, including but not limited to: Screening job applicants, monitoring examinations, preparing orientation or benefit related information for dissemination or informational sessions, tracking employee evaluations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working knowledge of human resources practices and procedures. Proven experience in maintaining confidentiality. Must be computer proficient, typing at least 40 words per minute. A typing test will be administered.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school, or at least three years' work experience in Human Resources; Bachelor's degree in Human Resources or related field preferred. Experience in the public sector and in a unionized environment a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must be able to interact courteously and effectively with the public as well as Department Heads, Governmental Agencies and Private organizations. Bilingual speaking is a plus.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's license is required
HR Certifications PHR/SHRM-CP a plus
Must sign a confidentiality agreement and successfully pass a criminal background check

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job description includes close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate