



# TACOMA HOUSING AUTHORITY

## JOB DESCRIPTION

THA FORM HR-05 (1)

<b>JOB TITLE</b>	<b>HUMAN RESOURCES ASSISTANT</b>	<b>Date of Last Modification</b>	August 12, 2008
<b>Department</b>	Human Resource Department		
<b>Reports to</b>	Human Resource Director		
<b>Supervises</b>	N/A		
<b>Salary Range</b>	TBD		
<b>Work Schedule</b>	Full Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/>	
<b>Status</b>	Regular Position <input type="checkbox"/>	Sunset Position <input checked="" type="checkbox"/>	
<b>Wage and Hours Laws Status</b>	Non-Exempt <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>	
<b>Union Status</b>	Union <input type="checkbox"/>	Non-Union <input checked="" type="checkbox"/>	

THA is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age (over 40 years old), sexual orientation and gender identity. THA will also reasonably accommodate individuals with disabilities to allow them to apply or to perform the essential functions of the job. Applicants needing accommodation for a disability should make their request to the HR Department at least 24 hours in advance, if possible. (253) 207-4420. Questions, concerns or complaints regarding THA's application of its nondiscrimination policies should be directed to: Civil Rights Compliance Coordinator, 902 South L St, Tacoma, WA 98405; civilrights@tacomahousing.org or 253-682-6212.

## PURPOSE OF POSITION

Under minimal direction by the Human Resources Director, this position performs highly specialized work in a variety of human resources functions. The position provides technical human resource support to staff and other departments and provides office management in a wide variety of complex issues and projects. It performs a variety of skilled secretarial and administrative duties providing support of a highly complex and responsible nature to the Director and Generalist, advanced-level, confidential secretarial and administrative duties requiring independent judgment and analysis. Serve as the Human Resource Director's confidential assistant on a variety of special projects and reports.

The Human Resources Assistant shall perform all these responsibilities in service to THA's social justice and business mission to assist low-income households and other customers, and to do so in ways that aspire to programmatic and administrative excellence.

### 1. ESSENTIAL DUTIES AND RESPONSIBILITIES

#### 2.1 Staffing

- (a) Assist, as instructed, in the recruitment, selection and hiring up through the Manager level. Administer the process to ensure fair and equitable employment practices that are consistent with THA's policy, federal and state laws and regulations. Perform recruitment to elicit qualified applicants of diverse backgrounds;
- (b) Create and distribute job postings both internally and externally, prepare and post on THA's website, and send job ads to newspapers and appropriate websites, as required; to include purchase requisition and/or invoice processing;
- (c) Process employment applications; produce applicant lists, and pre-screen applications for minimum qualifications. Coordinate and schedule interviews

and contact applicants to verify availability for interview. Develop candidate and interview question packets for selection panels and develop candidate packets;

- (d) Conduct criminal background checks, reference checks, education verifications and Motor Vehicle Records requests on prospective employees;
- (e) Facilitate the job offer decision, receive proper authorizations, deliver the job offer verbally and in writing and coordinate expected start date;
- (f) Process requests for temporary employees, work study students and interns and coordinate with unions as necessary;
- (g) Maintain and assemble handouts for new employee orientation. May conduct new employee in-processing, coordinate new employee orientations and ensure all I-9's are completed per regulations.
- (h) Prepare and process new hire documentation, employee transfers, changes and separations;
- (i) Track probationary periods; notify supervisors and managers prior to end of probationary periods for their recommendations.

## **2.2 Labor support.**

- (a) May request, collect and process confidential information for collective bargaining, grievances, investigations, or other confidential labor issues;
- (b) May assist with collective bargaining process by maintaining session records. Interact with shop stewards and Union representatives to ensure that information to and from the unions is consistent and timely;
- (c) May assist with Union-Management meetings by scheduling meetings, setting agendas and maintaining session records.

## **2.3 Benefits**

- (a) Process new hire benefits paperwork, benefit and personal changes, and benefit terminations;
- (b) Track all FMLA, STD, LTD, non-FMLA medical and other leaves; maintain spreadsheets, and gather required documentation;
- (c) Assist with Open Enrollment process.
- (d) Track OSHA 300 injuries, maintain records for occupational injuries, and gather safety reports for filing and follow-up.

## **2.4 Administrative**

- (a) Process all paperwork for hires, separations, salary adjustments and other personnel actions and enter necessary information into ADP;
- (b) Process for payment all insurance plan and other invoices and track spending in budget spreadsheet;
- (c) Process all benefit enrollment paperwork and enter into ADP;
- (d) Contribute to the establishment and maintenance of written department policies and procedures and the monitoring of their effectiveness;
- (e) Create and maintain a highly ordered system of record keeping;
- (f) Support department director in creation and administration of department budget;

- (g) Compose, edit and proof a wide variety of human resources reports, letters, confidential and non-confidential documents. Maintain agency phone directories;
- (h) Serve as the Human Resource Department's representative on the Reasonable Accommodation Review Committee.

**2.5 Employee accountability**

- (a) Present a professional image as a representative of THA;
- (b) Maintain a high degree of confidentiality relative to work performed;
- (c) Establish and maintain effective professional working relationships with co-workers, management, partner agencies and the community.

**2.6 Ethical standards and compliance with THA policies**

Fulfill all duties and responsibilities with a high level of integrity, honesty and adherence to agency policies and rules.

**2.7 Diversity**

THA's staff, its clients, and the staff of community partners are diverse in many ways, including diversity by race, national origin, language, sexual orientation, age and disability. THA considers this diversity to be an important asset. All THA employees must engage diverse people in constructive and effective ways as supervisor, colleague, business partner, and/or service provider.

**3. SECONDARY POSITION TASK**

**3.1 Serve as a member of committees, as directed.**

**3.2 Perform related duties and responsibilities as assigned.**

**4. POSITION REQUIREMENTS AND QUALIFICATIONS**

**4.1 Educational level and experience**

*Various combinations of education, experience and training may qualify an applicant. The following is a typical way to be qualified:*

- (a) Associates degree or equivalent training and/or experience with focus on human resources or related field;
- (b) Three or more years moderately high level administrative support experience, HR office strongly preferred;
- (c) Public sector experience preferred;
- (d) Labor relations experience preferred.

**4.2 Knowledge, skills and abilities**

*Possess or acquire and maintain a high level of expertise in the current and evolving principles and practices in the following areas:*

- (a) Possess a high degree of proficiency in Microsoft Office products, including Word, Excel, and Outlook and otherwise to be effective without close clerical support;
- (b) Some knowledge of current trends and practices of human resource administration; basic understanding of employee classifications, compensation and benefits, recruitment, selection, training and/or labor relations;
- (c) Demonstrate ability to get along with others effectively; to manage conflict; to participate as a team member; and to give and accept criticism constructively;

- (d) Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; able to read, write and interpret documents of a technical nature;
- (e) Able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- (f) Can attend to highly detailed work accurately and efficiently; able to organize and work independently in an environment of frequent interruptions;
- (g) Have a high regard and ability to meet schedules and time lines; demonstrate excellent ability to work independently with little direction;
- (h) Ability to engage a wide variety of people with a high level of professionalism, courtesy and good humor, including culturally, socially and economically diverse populations, seniors, persons with disabilities, contractors, and professional colleagues;
- (i) Show a strong commitment to maintain confidentiality in all assignments as directed;
- (j) Share THA's social justice mission to serve low-income persons and to provide service in a way that aspires to standards of administrative and programmatic excellence.

**4.3 Certification/Registrations**

- (a) Must have and maintain a valid driver's license with acceptable driving record and auto insurance.

**5. PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that an employee must handle to successfully perform the essential functions of this job. The job's activities occur primarily in indoor office settings:

- (a) Occasional standing, walking, sitting, using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing; occasionally lifting and/or moving up to 25 pounds;
- (b) Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus;
- (c) While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time;
- (d) The noise level in the work environment is usually moderate.

**Note:**

The above job description is not comprehensive. The job responsibilities may include other duties. This job description also does not constitute an employment agreement between THA and the employee. THA may change the job duties as it determines to be necessary or useful to meet its needs.

**6. EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

