

Assistant II, Human Resources

FLSA Status: Non-Exempt

Pay Grade: 10

Job Title ID: 130500

Job Series/Job Family: Human Resources Series / HR Family

Reports To

VP, Human Resources or HR Manager

Job Purpose

To provide high level, skilled support, performing complex operations, program and event planning, and other administrative support services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Assists internal and/or external customers by responding to inquiries and/or providing information.
2. Prepares and prints reports.
3. Gathers information and reviews data for accuracy.
4. Conducts research and analysis for projects.
5. Assists with implementation of programs.
6. Assists with coordination of the implementation of new processes.
7. Creates complex computer tracking processes.
8. May plan, coordinate, and oversee programs and events.
9. May verify and process non-faculty new hire information; process CE instructor salary payments; process Personnel Authorization forms and Unemployment Claims; and verify and process employee demographic information.
10. May assist with staff training on processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Organizing and planning practices.
- Administrative procedures, principles, and practices.
- Processing and verification of new employee information, database maintenance, and/or payroll principles and processes, as needed.
- Customer service principles and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Entering data, maintaining files, and performing other clerical duties with exacting accuracy.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, including Word, Excel, Power Point, and website software.

Physical Requirements

Required

- Occasional lifting of objects up to 30 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is primarily performed in a standard office environment

Work Experience

Required

- Two years related work experience.

Education

Required

- Associate's degree or educational equivalent.

Other

Preferred

- Ability to create and make basic presentations.
- Experience with event planning.
- Knowledge of ACC rules, policies, and procedures, and Datatel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.