

Position Title: Human Resources Assistant
Department: Administration
Supervised by: Human Resources Manager
Direct reports: None

Position Summary: Assists and coordinates employee benefits practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale. Responsible for assisting with policies and programs covering the following: wage and salary administration, fringe benefit administration, insurance and health benefits, health/safety, ACHC and ISO. Assists and advises the HR Manager on Human Resource issues within the position's scope of responsibility. This position requires a high degree of confidentiality.

Duties and Responsibilities:

Employment Records:

1. Verifies the completeness of all documentation pertaining to new hires and processes same in accordance with established procedures. Examples include the 1-9 Employment eligibility Verification Form, W-4 Federal Income Tax Form, Insurance Enrollment Form, etc.
2. Verifies the completeness of all documentation pertaining to pre-employment and employment requirements for PRC's ACHC accreditation (criminal background check, pre-employment drug screen, professional reference checks, employment verifications, TB results, Hepatitis B vaccination record, car insurance, etc.)
3. Reviews various topics with new employees as part of their new hire orientation.
4. Updates and maintains records in the personnel database and generates reports as needed. Records changes on all employee status as necessary. Ensures that appropriate wage and salary records are maintained as the law requires.
5. Maintains records on vacations, illness leave, leaves of absences, holidays, excused and unexcused absences, and brings concerns to HR Manager.
6. Organizes and maintains appropriate personnel, pre-employment, ACHC and independent contractor files.

Benefits Administration:

1. Responsible for administration of employee group benefit programs including, medical, dental, vision, prescription, life insurance/ad&d, disability insurance, 401K plan, etc.
2. Assists with legal requirements and government reporting regulations affecting the Human Resource function. Directs the preparation of information requested or required for compliance. Helps make sure PRC is in compliance with applicable laws and regulations; e.g., Equal Employment Opportunity/Affirmative Action, OSHA, ADA, FMLA and other labor/management laws, etc.
3. Assists with preparation of approved, new or modified plans and employee benefit policies and assists with administration of existing plans (i.e. Health Plan, Disability Income Plan, Group Life Insurance Plan, EAP etc.).
4. Processes paperwork relative to health insurance enrollment changes, status changes, and COBRA notifications. Verifies that these changes have been accurately performed by PRC's Third-Party Administrators.

5. Maintains appropriate records relative to employee benefits; e.g., Short-Term Disability, banked personal day, profit-sharing/retirement/esop information, vacation days, etc.
6. Verifies the calculations of the monthly premium statements for all group insurance policies and processes monthly check request. Resolves administrative problems with the carrier representatives.
7. Processes appropriate paperwork relative to employee family and medical leave requests.
8. Handles benefit inquiries and complaints to insure quick, equitable and courteous resolution. Maintains contact in person, or by phone or email with insurance companies, employees and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
9. Responds appropriately to requests from other organizations (such as banks and credit agencies) for verification of employment for PRC staff.
10. Organizes special courses, events and/or activities for employees; e.g., CPR training, Corporate Day Awards Ceremony, EAP Supervisor Training's, etc.
11. Maintains current files relative to training, seminars, and programs attended by employees.
12. Performs various clerical functions such as updating Human Resource Department forms and documents as instructed. Included would be updating and revising such things as the employment application form, evaluation appraisal forms, new-hires employment papers, employee census, fire drill list, employee retention rate, birthday and anniversary list, etc.
13. Assists in planning and coordinating the annual PRC Company Picnic and annual Holiday Party.

Compensation

1. Assists with the performance review process by which employee performance is reviewed on a regular basis. Ensures that copies of the employees' performance reviews are forwarded to the personnel office and appropriate records are maintained.
2. Completes on occasion various wage and salary survey questionnaires as instructed.

Personnel Records

1. Maintains appropriate employees files in compliance with EEOC/AA regulations.
2. Responds to unemployment insurance claims and provides company documentation as necessary.
3. Ensures job descriptions are maintained.
4. Completes reports necessary to meet EEOC reporting requirements.

Health & Safety

1. Records and maintains OSHA and Incident Report logs relative to injuries and illnesses.
2. Completes employee accident reports for Wooster Area Safety Council.
3. Assists with MSDS notebooks.

Worker's Compensation

1. File semiannual Workers Compensation payroll reports for all Ohio employees based on employee salaries by department. Identifies any changes needed in employee job classifications. Assist in any in house audits required by state.
2. Complete annual audit of all out of state employees as required by the carrier based on employee's wages.
3. Responsible for CCI, BWC semiannual check requests.

Other

1. Assists with preparation of company meeting materials. Files copies of meeting DVDs for employee reference.
2. Assists HR Manager and supervisors for compliance with ISO guidelines.
3. Compiles yearly census information for ESOP and 401k plans
4. Assists with monthly, fiscal year, and calendar year reports.
5. Assists in recruitment; and helps coordinate temporary employees.
6. Conducts new employee orientations; administers pre-employment drug tests; conducts reference checks and background checks.
7. Give company tours/setup demonstrations when necessary.
8. Assist the President (when necessary) with administrative duties. Include flight
1. and hotel arrangements for visitors.
9. Completing check requests for van drivers and other invoices.
10. Prepares quarterly packets for the Board of Director meetings/
11. Keep board meeting file with updated minutes.
12. Enters employee training details in HR's Training Database to ensure compliance with ISO and ACHC training requirements.

Supervisory Responsibilities

None

Qualifications Required

Knowledge required: General understanding of Human Resource related functions: e.g. employee benefits, wage and salary administration, health insurance, human relations, etc. Understanding of employment laws and regulations, EEOC/AA requirements, OSHA regulation preferred.

Training and/or Prior Experience Required

Associates degree in business, communications, or public relations required. Bachelor's degree in Human Resources Management is preferred. SHRM certification is also preferred. A minimum of 3 years working in the human resource field is preferred.

Skills required

1. High energy level, comfortable multifaceted projects in conjunction with day to day activities.
2. Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature, flexible.
3. Good reasoning and sound judgment abilities.
4. Excellent oral and written communication skills.
5. Able to maintain confidentiality relative to wage information, personnel issues, etc.
6. Excellent organizational skills and ability to prioritize and coordinate multiple tasks with a high degree of proficiency and accuracy.
7. Ability to use and operate a computer, including Word, Excel, PowerPoint, and Access.
8. ADP prior experience is required.

Span of Control

This position will be in direct contact with various third-party administrators on a daily basis. This position is also responsible for recommending appropriate hardware, peripherals, and software for benefits administration for the Human Resource Department.

Communication Requirements

Influential Communication: Position duties involve extensive contact with individuals both inside and outside the organization generally of higher authority where matters discussed require considerable communication skills including the ability to influence, persuade, and obtain approval through communications. Must maintain the highest level of confidentiality.

Physical and Environmental Requirements:

- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Talking. Expressing or exchanging ideas by means of spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive Motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions.