

# HOUSING AUTHORITY OF COLUMBUS, GEORGIA

## Position Description

<b>Position Title:</b> Human Resources Assistant	<b>FLSA Status:</b> Non-Exempt/Full Time
<b>Reports To:</b> Chief of Human Resources and Governance Services	<b>Department/Level:</b> Central Office
<b>Salary Grade:</b> 12	<b>Effective Date: Original 05/01/2012</b> <b>Revised 09/10/2018</b>

### POSITION OVERVIEW

This is assistance work related to the Authority's human resources and personnel management function. The incumbent is responsible for providing assistance in the hiring, maintenance, and termination of employees. This position is also responsible for providing support to employees in the administration of benefits. Reporting to the Chief of Human Resources, this position is responsible for the maintenance and administration of the job classification system, assisting with various personnel functions, and various other related tasks. Work assignments are received in the form of specific objectives with significant direction in day-to-day operations.

### DUTIES AND RESPONSIBILITIES

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

1. Provides support to the Chief of Human Resources in the management of all human resource functions including hiring, employee evaluations, termination, and benefits administration.
2. Assists with the maintenance of position descriptions for all Authority positions. Updates descriptions, as needed, in accordance with laws, regulations, or changing organizational needs as directed.
3. Assists with the development of advertisements for open positions and assists with the application process.
4. Assists with the maintenance of employee files. Ensures that all files are properly documented and that all required forms are included.

5. Assists the Chief of Human Resources in all personnel actions. Provides support, as needed, in the documentation of files.
6. Assists with the administration of the Authority's benefits programs and provides support and assistance to employees as directed.
7. Assists with the administration of Employee Assistance Programs. Maintains full confidentiality of any participants.
8. Assists with the coordination of staff training programs and assists with the procurement of training services.
9. Attends professional meetings and training sessions to ensure proficiency in the housing, construction, and renovation fields.

#### **REQUIRED KNOWLEDGE AND ABILITIES**

1. Knowledge of the structure, operations, policies, and procedures of a Public Housing Agency.
2. Knowledge of the vision, mission, and purposes of the Authority as established by the Board of Commissioners and the Chief Executive Officer.
3. Knowledge of employment rules and regulations.
4. Knowledge of the Authority's Personnel Policy including knowledge of Equal Employment Opportunity requirements.
5. Ability to work closely and confidentially with individual employees in the area of personnel management.
6. Ability to plan and organize assigned work and ensure that timeframes are maintained.
7. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
8. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, professionals, residents, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

#### **MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE**

This position requires graduation from an accredited high school; a minimum of five years' experience in human resources or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

#### **PHYSICAL REQUIREMENTS**

This position is required to work in an office setting that is generally accessible to the mobility and sensory impaired. The incumbent must have the ability to utilize standard office equipment and access files and documents. The incumbent must have the ability to lift up to 20 pounds. Must be able to work while seated for extended periods of time.

**SPECIAL REQUIREMENTS:**

**MUST BE PROFICIENT IN MICROSOFT OFFICE TO INCLUDE EXCEL**

**MUST HAVE PREVIOUS EXPERIENCE WORKING IN A HUMAN RESOURCES DEPARTMENT**

1. Possession of a valid driver's license.
2. Must be bondable.
3. Must successfully pass a drug and alcohol background screening
4. Must successfully pass a criminal background screening