

Position Description

Position: Human Resources Assistant

Reports to: Executive Director

FLSA Classification: Non-Exempt, Hourly

POSITION PURPOSE:

To conduct Human Resource duties as assigned.

QUALIFICATIONS:

- Employees must pass all state and federally mandated criminal background checks.
- Employee must meet all Minnesota Autism Center training guidelines, and application requirements as determined by the Executive Director.
- They must be able to develop an effective rapport with client and client caregivers.
- Employees must have the ability to read, collect and summarize information. In addition, strong writing/typing skills are required.
- Employee must have a high school diploma.
- Employees must be able to drive, possess a valid driver's license, continuously maintain appropriate auto insurance as mandated by the State of Minnesota and have use of an automobile to travel to worksites and to the office for training sessions and meetings.
- Employee must be willing to work well with a team and comply with supervisory direction.
- Employee must have 2-4 years of experience in Human Resources.

PREFERRED QUALIFICATIONS:

- Experience in HR with a healthcare facility.

MAJOR RESPONSIBILITIES:

- Miscellaneous duties as assigned by the Executive Director.
- Coordinate and organize all parts of the annual fundraiser/staff parties/events.
- Maintain all personnel files.
- Review all resumes, conduct all interviews and complete hiring process for all new employees.
- To attend job fairs to promote MAC opportunities.
- Maintain and manage staffing needs for expansion and exiting staff.
- Comply with requests from staff, leads, CSs and PSs.
- Conduct new staff orientations.

- Complete background checks on all new employees.
- Track benefit start dates and dates of hire.
- Assist in submitting enrollment/termination paperwork for benefits.
- Track employee historical hours for benefit qualification purposes.
- Assist in monitoring payback of benefits while an employee is on leave.
- Manage all unemployment claims and duties.
- Manage all work comp claims, tracking and paperwork.
- Conduct all new hire reporting.
- Prepare, track and file all annual evaluations, changes and compensation adjustments.
- Manage 401K status for all employees.
- Complete OSHA reporting at the end of each year.
- Maintain and update all policy changes as advised.
- Assist with payroll (additions, changes, etc) as directed.
- Manage all advertising for available positions.
- Manage all staff performance concerns.
- Verify and track all MHP hours for all employees.
- Communicate effectively with leads and necessary parties new hire information.

WORK ENVIRONMENT:

- Employees will be working in the corporate off site, and possibly other center/school sites.