

## HUMAN RESOURCES JOB DUTIES - BY POSITION

HR Director 1.0 Budgeted FTE	HR Analyst TEMP	HR Assistant TEMP	Payroll & Benefits Admin. 1.0 Budgeted FTE	HR Assistant – Payroll / HR 1.0 Budgeted FTE
<p>Labor Relations</p> <ul style="list-style-type: none"> <li>Negotiations – CBA, New Policies, Updating Job Descriptions and/or Salary, Reclassifications</li> <li>Responding to Grievances</li> <li>Responding to Demands to Bargain</li> <li>Responding to Formal and Informal Complaints</li> <li>Responding to Questions about the CBA's</li> <li>POC for 3 Unions</li> </ul> <p>Creating / Revising Policy</p> <p>Revising Personnel Manual</p> <p>LWOP to City Administrator</p> <p>Drug &amp; Alcohol Pgr.</p> <ul style="list-style-type: none"> <li>Random Testing</li> <li>Training</li> <li>FMCA Clearinghouse</li> <li>Updating Policy</li> </ul> <p>Hearing Conservation Program</p> <ul style="list-style-type: none"> <li>Compliance Management</li> <li>Follow up screenings</li> <li>OSHA Reporting</li> </ul> <p>Commute Trip Reduction Pgr.</p> <ul style="list-style-type: none"> <li>Annual Report</li> <li>Quarterly Reports</li> <li>POC for City</li> <li>Quarterly Emails</li> </ul> <p>ADA Accommodations</p> <p>Ergonomics</p> <p>EE Recognition BBQ</p> <p>Safety</p> <ul style="list-style-type: none"> <li>Job Hazard Assessments</li> <li>EE Safety Committee</li> <li>OSHA Reporting</li> <li>LNI Claims Mgt.</li> <li>Accident/Incidents Docs.</li> </ul>	<p>Recruitment</p> <ul style="list-style-type: none"> <li>Vacated/New Positions</li> <li>Seasonal Hires</li> <li>Intake Meetings</li> <li>Creating Recruiting Materials</li> <li>Setup in NEOGOV</li> <li>Mandatory Posting</li> <li>Voluntary Postings</li> <li>Social Media</li> <li>Outreach – College /HS</li> <li>Setting up Interviews</li> <li>Conducting Interviews</li> <li>Creating Offer</li> </ul> <p>Onboarding</p> <ul style="list-style-type: none"> <li>All EE's and Electeds</li> <li>New Hire Offer</li> <li>Pre-employment Screenings</li> <li>Initial Audiology Apt.</li> <li>CJIS Reporting</li> <li>Reference Checks</li> <li>New Hire Paperwork</li> <li>Orientation</li> <li>Benefit Notifications</li> </ul> <p>Performance Evaluations</p> <ul style="list-style-type: none"> <li>Setting Up PERFORM on the NEOGOV Platform</li> <li>Managing PERFORM</li> <li>Goal Setting</li> <li>Job Competencies</li> </ul> <p>Training / Development</p> <ul style="list-style-type: none"> <li>Setup Users</li> <li>Setup Rights</li> <li>Assigns Training – RMSA</li> <li>Finds Trainings for EE's</li> <li>Setup EAP Training</li> <li>Setup EAP Presentations</li> </ul> <p>Updating Job Descriptions</p>	<p>Recruitment</p> <ul style="list-style-type: none"> <li>Filing / Records Mgt</li> <li>Putting together packets</li> <li>Maintaining Job Comparison Info</li> </ul> <p>Onboarding</p> <ul style="list-style-type: none"> <li>Setting up New Hire Files</li> <li>Setting up Medical Files</li> <li>File Mgt. I9</li> <li>File Mgt. EEO</li> </ul> <p>COVID</p> <ul style="list-style-type: none"> <li>Daily Check-in Requirement: In-person to Formstack</li> <li>Vaccination/Attestation Form Tracking</li> <li>Required Posters</li> </ul> <p>Dept. Vouchers</p> <p>Records Retention</p> <p>Records Management</p> <ul style="list-style-type: none"> <li>Online</li> <li>Hard Copy</li> <li>Filing</li> <li>Maintains Vault</li> </ul> <p>Performance Evaluations</p> <ul style="list-style-type: none"> <li>Tracking Evals</li> <li>Routing Evals</li> <li>HR Binder</li> </ul> <p>Hearing Conservation Program</p> <ul style="list-style-type: none"> <li>Setting up Van</li> <li>Coordinating Dept.</li> </ul> <p>Safety</p> <ul style="list-style-type: none"> <li>Filing Documents</li> <li>Meeting Minutes/Agenda</li> <li>Annual Earthquake Drill</li> <li>Annual Fire Drill</li> <li>Tracking Mandatory Training</li> </ul> <p>Wellness</p>	<p>Onboarding</p> <ul style="list-style-type: none"> <li>New Hire Processing</li> <li>New Hire Benefit Setups</li> <li>Systems Setups</li> <li>E-Verify</li> <li>Create Timesheets</li> </ul> <p>New Year Setup</p> <p>End of Year Closeouts</p> <p>Managing Payroll Complexity of Contracts &amp; CBAs</p> <p>Payroll</p> <ul style="list-style-type: none"> <li>Employee Payroll – Biweekly</li> <li>Elected Payroll – Monthly</li> <li>PD Off-duty Payroll – Monthly</li> <li>Retro Pay Calculations</li> <li>Process &amp; Calculate Late Evals</li> </ul> <p>Biweekly Reporting / AP</p> <ul style="list-style-type: none"> <li>DRS: PERS &amp; LEOFF2</li> <li>401 (a)</li> <li>457</li> <li>IRA</li> <li>HRA VEBA</li> <li>HSA</li> <li>FSA</li> <li>Child Support Payments</li> </ul> <p>Monthly AP</p> <ul style="list-style-type: none"> <li>Medical</li> <li>Aflac</li> <li>YMCA Dues</li> </ul> <p>Quarterly Reporting</p> <ul style="list-style-type: none"> <li>LNI / Workers Comp</li> <li>Unemployment</li> <li>Federal Withholding</li> <li>Payroll Tax</li> <li>Social Security</li> <li>Medicare</li> </ul>	<p>Onboarding</p> <ul style="list-style-type: none"> <li>Filing / Records Mgt</li> <li>Putting together packets</li> <li>Teleworking</li> <li>Flex Schedules</li> <li>Photo Directory</li> <li>Create Timesheets</li> </ul> <p>Payroll</p> <p>FMLA/PFML</p> <ul style="list-style-type: none"> <li>Tracking</li> <li>Emails/Packets</li> <li>Filing</li> <li>Follow up</li> </ul> <p>Performance Evaluations</p> <ul style="list-style-type: none"> <li>Updating Springbrook</li> <li>Tracking Due Dates</li> <li>Sending Out Notifications to EE's &amp; Mgrs</li> </ul> <p>Unemployment</p> <ul style="list-style-type: none"> <li>Responses</li> <li>File Management</li> </ul> <p>I-9 Verification Audit</p> <p>Salary Survey Response</p> <p>Verification of Employment</p> <p>Public Records Requests</p> <p>Jurisdictional Requests</p> <p>Dept. Vouchers – Backup</p> <p>Records Retention</p> <p>Records Management</p> <ul style="list-style-type: none"> <li>Online</li> <li>Hard Copy</li> <li>Filing</li> </ul> <p>Open Enrollment / Benefits Fair</p> <p>LNI Claims Tracking / Filing</p> <p>Send Out ICMA-RC Notifications</p> <p>Update Req. Labor Posters</p> <p>Assist w/ EEO-4 Report</p> <p>Supervisory Toolbox Updates</p> <p>Creating / Updating HR Forms</p>

<ul style="list-style-type: none"> <li>• POC for LNI</li> <li>• Return to Work</li> <li>• Light Duty Assignments</li> <li>• Responding to Emergencies</li> </ul> <p>Wellness</p> <ul style="list-style-type: none"> <li>• Manage Wellness Budget</li> <li>• Annual Reporting</li> <li>• Event Reporting</li> <li>• Event Planning</li> <li>• Chair on Committee</li> <li>• Attend Monthly Meetings</li> <li>• Annual BBQ</li> <li>• Christmas Event</li> <li>• Wellness Committee</li> <li>• Appreciation Event</li> </ul> <p>COVID</p> <ul style="list-style-type: none"> <li>• Updating Policies</li> <li>• Responding to Exposures</li> <li>• Responding to Illnesses</li> <li>• Responding to Questions</li> <li>• POC for LNI</li> <li>• POC for TPCHD</li> <li>• Rules Updates</li> <li>• Policy Creation</li> </ul> <p>Performance Management</p> <ul style="list-style-type: none"> <li>• Assisting Mgrs on Evals</li> <li>• Assisting Mgrs w/EE Issues</li> <li>• Goal Setting</li> <li>• Coaching/Counseling</li> <li>• Documentation</li> <li>• Loudermill Hearings</li> <li>• Union Notifications</li> <li>• Assisting with Staffing Plans</li> </ul> <p>Prepare EE Communications – All Staff Emails</p> <p>Research – Ongoing</p>	<p>Creating Job Descriptions</p> <p>Desk Audits</p> <p>EEO-4 Reporting</p> <p>Civil Service</p> <ul style="list-style-type: none"> <li>• Civil Service Examiner</li> <li>• Recruitments for PD</li> <li>• Sgt. Exam Setup</li> <li>• Sgt. Interviews</li> <li>• Sgt. Scoring</li> <li>• Eligibility Lists</li> <li>• Rules Updates</li> </ul> <p>Commute Trip Reduction Pgr. – Backup</p> <p>LNI Claims – Backup</p> <p>Return to Work – Backup</p>	<ul style="list-style-type: none"> <li>• Event Planning/Coord.</li> <li>• Meeting Minutes/Agenda</li> <li>• Filing Documents</li> <li>• Wellness Newsletter</li> <li>• Annual Flu Shots, etc.</li> </ul> <p>Civil Service</p> <ul style="list-style-type: none"> <li>• Civil Service Secretary</li> <li>• Meeting Minutes/Agenda</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• Schedules Training / Travel for Dept.</li> <li>• Tracks Training &amp; Events</li> <li>• Meeting Minutes/Agendas</li> </ul> <p>Processing Incoming/Outgoing Correspondence</p> <p>Verification of Employment – Backup</p> <p>Order Office/Op Supplies</p> <p>Submits Helpdesk Tickets</p> <p>Creating / Updating HR Forms</p> <p>Assists in Organizing HR</p> <p>Takes Messages for Dept.</p>	<ul style="list-style-type: none"> <li>• State Paid Family Leave Premium</li> </ul> <p>Benefits Administration</p> <ul style="list-style-type: none"> <li>• Setup EE in each system</li> <li>• Update Family/Life Changes</li> <li>• POC for All Vendors</li> <li>• Process Termination of Benefits</li> </ul> <p>Annual Items</p> <ul style="list-style-type: none"> <li>• W2 Prep &amp; Distribution</li> <li>• Open Enrollment</li> <li>• Nondiscrimination Testing</li> <li>• ACA Reporting, Prep &amp; Distribution</li> </ul> <p>Shared Sick Leave Pgr.</p>	<p>Researching Digital Timesheets</p> <p>Tracking Educational Reimbursement Requests</p> <p>Assists in Organizing HR</p> <p>Takes Messages for Dept.</p>
---	---	--	---	--