

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Human Resources Assistant Position Number: 16010, 14015

Location: Helena

Department: Transportation

Division and Bureau: Human Resources and Occupational Safety Division

Section and Unit: Workforce Planning

Job Overview:

This position provides support to the Human Resources and Occupational Safety Division in all HR, Workforce Planning, and Occupational Safety functional areas including, recruitment support, new employee onboarding processes, background checks, coordinating training, and other Division events and administrative duties. This position makes recommendations and assists with implementation of work process improvements to improve efficiency and services to our customers. This position reports to the Workforce Planning Manager and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

HROS Program Support – 75%

- Supports Talent Acquisition Specialist and HR Generalists in managing aspects of the recruitment process including scheduling and coordinating interviews, testing, and other recruitment related activities, records, and correspondence. Follows-up with appropriate individuals to ensure individual recruitment files are complete and accurate. Supports applicants by working through technical issues providing first line support in the online interview process.
- Assists in posting vacant positions, monitoring applicant flow and corresponds with applicants to clarify or request additional information.

- Supports Talent Acquisition Specialist with the Career Fair planning and coordination and the Internship Program.
- Provides oversight for the tracking and maintenance of a variety of confidential human resources documents, personnel files, and records. Ensures compliance with state records management policies and rules. Review personnel files with requesting employees and explains documentation contained in files to employees.
- Completes the annual records retention schedule with the Records Management Section. Manages the tracking and purging of disciplinary actions in the employee personnel files.
- Processes and retains employee training records for HROS related training into SABHRS and processes requests for training records from employees.
- Prepares training materials for HROS Learning and Development Consultants and ensures resources are available. Manages logistics for HROS Learning Opportunities statewide.
- Coordinates the service award program for MDT. On a monthly basis, determines the number of service award recipients, compiles data, orders service pins according to data.
- Serves as point of contact and supports the annual Governor's Awards process for MDT.
- Plans and coordinates various meetings, conferences, and events to ensure effective information exchange among department staff and to promote HR objectives.
- Supports the Worker's Compensation, Risk Management, and Citizen Incident Claims process by providing backup assistance to program staff and external customers.

Office Administration – 25%

- Serves as the Human Resources Division Assistant and initial point of contact for customer service to incoming callers and visitors.
- Provides a variety of administrative support functions for the HROS Division, including reviewing and distributing mail; receiving deliveries; maintaining supply inventories, etc.
- This position performs a variety of functions related to maintaining the HROS Division accounting and other data. The incumbent reviews, inputs, and tracks all division expense claims; reviews and verifies the accuracy of all documents relating to expense claims, journal vouchers, purchase orders, term contracts, requirement contracts, etc.

Supervision

The number of employees supervised is: n/a

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

Normal office environment, lifting up to 10 lbs. May sometimes be stressful as work fluctuates.

Knowledge, Skills and Abilities (Behaviors):

Required for the first day of work:

- Working knowledge of human resources services;
- Skill in written and oral communication, including customer service;
- Skill in prioritizing, meeting deadlines, multi-tasking, and flexibility;
- Ability to identify issues and recommend process improvements;
- Ability to build and maintain professional relationships and act professionally;
- Ability to work in a team with division
- Ability to work with complex service related software programs. Specifically strong abilities in Microsoft Word and Excel.
- Ability to provide professional and responsive customer service to a variety of stakeholders.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Associates Degree in business, public administration, office management, or a related field.

This position requires a minimum of 2 years of experience in office management, business, human resources or related field.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: HR Assistant 1 Job Code Number: Q4G011

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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