



POSITION DESCRIPTION

HUMAN RESOURCES ASSISTANT		
CLASSIFICATION Full-Time	FLSA STATUS Non-Exempt	DEPARTMENT Administration
DATE OF LAST REVIEW/REVISION December 2013	ASSIGNED SITE Chico/Willows	REPORTS TO HR Manager/HR Officer
		SUPERVISES None

POSITION SUMMARY: The Human Resources (HR) Assistant will provide comprehensive administrative support for the day-to-day operations of human resources functions and duties. The HR Assistant carries out responsibilities in some or all of the following functional areas: departmental development, HRIS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Coordinate recruiting and staffing logistics.
2. Performance management and improvement tracking systems.
3. Perform background and reference checks, licensure and credential verifications for all staff positions which require licensure.
4. Employee orientation, development, and training logistics and record keeping.
5. Enters new hire information in the human resources system database.
6. Assist in long and short range planning of Human Resources including manpower planning, recruitment, career development, training, employee relations and compensation benefits.
7. Assist with employee relations.
8. Company employee communication
9. Compensation and benefits administration and recordkeeping.
10. Employee safety, welfare, wellness, and health reporting
11. Employee services
12. Ensures that Human Resource files and records are maintained in accordance with legal requirements and agency policies and procedures.
13. Assist with the day-to-day efficient operation of the HR office.
14. Participate in meetings as assigned.
15. Other duties as assigned.

QUALIFICATIONS:

1. High school graduate or equivalent. Additional related training preferred.
2. Minimum of one year of related HR experience.
3. Basic understanding of HR functions.
4. Understanding of HR reporting and recordkeeping requirements.
5. Knowledge of all related computer applications.
6. Ability to work in an organized manner.
7. Ability to be accurate and attentive to detail.

8. Possess excellent communications and public relations abilities.
9. Strong typing and computer application skills.
10. Ability to assist and support others.
11. Self motivated and able to work independently.
12. Reliable transportation.

Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

MATERIAL AND EQUIPMENT USED:

Computer E-Mail Telephone Voice Mail Fax Machine

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- a. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas.
- b. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email.
- c. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
- d. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds.
- e. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves.
- f. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

ACKNOWLEDGEMENT: I have received and reviewed a copy of the Human Resources Assistant position description. I understand that this position description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Northern Valley Indian Health, under which either NVIH or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.