

BOYS & GIRLS CLUBS OF CENTRAL MN
Position Description

Job Title: Human Resources Assistant
Department: Administration
Reports To: Human Resources Manager
FLSA Status: Non-Exempt

JOB DESCRIPTION SUMMARY:

The Human Resources Assistant is responsible for providing support to all Human Resource functional areas for the Boys & Girls Clubs of Central MN.

PRIMARY RESPONSIBILITIES

Staffing Support

1. Assists with recruiting process; posts open positions internally and externally, on job sites and at college events.
2. Updates and maintains work study job postings and communicates work study needs with local universities in order to meet work study retention and recruitment goals.
3. Assist with interview and orientation process; conducts initial phone interviews, schedules interviews, and conducts interviews for some positions.
4. Coordinates application process; retrieves online applications, maintains applicant database, and communicates with candidates both verbally and in writing.
5. Coordinate all criminal background checks (CBC) in accordance with standards set by BGC. Coordinate all MNDHS requirements for digital fingerprint background checks. Manage annual CBC on all current employees and board members.

Compensation/HR Database/Payroll Support

6. Enters employee transactions into time reporting system and HR/payroll database, paying close attention to timing of payroll entries. Processes payroll bi-weekly.
7. Assists with other aspects of payroll process such as researching missing data, stuffing paychecks, sending out new employee directory/emergency contact list each pay cycle, etc.
8. Monitors performance review dates and notifies Managers for timely performance review completion.

Benefits Support

9. Assists with benefit enrollment and notification processes.
10. Interacts with employees, assists with benefit related questions and makes entries into benefit management systems.

Reporting

11. Assists with research and drafting of employee information relating to employment verifications and submitting on a timely basis, i.e. unemployment, medical assistance, loans, housing, employment references, etc.
12. Produces required reports as necessary.

Training Support

13. Provides support to ongoing trainings; coordinates employee sign-up sheets, records training attendance completion into HR database and employee file.
14. Coordinates entry of training time into payroll system for payment.

Revised: 5/3/16

Safety Support

15. Provides support to safety initiatives such as Van/Motor Vehicle training; tracks authorization forms, room set-up for training sessions, and monitors completion of training phases for employees.

Compliance and Operational Support

16. Assists with research on HR topics, share findings and plan follow-through steps with Human Resources Manager.

17. Monitors required regulation posters at various Club sites and updates as required per regulation changes.

18. Provides administrative support as needed; copies documents, prepares employee new hire packets, updates documents, maintains records, etc.

ADDITIONAL RESPONSIBILITIES:

1. Participates in professional organizations which further the success of Human Resources within the Club.
2. Develops collaborative partnerships with Club staff, volunteers, members, parents, supporters, other Clubs, and other not-for-profit organizations to establish professional links within the community.
3. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Proficiency in Microsoft Office Suite and computerized HR management systems.
- Ability to research and apply regulatory requirements affecting human resources management.
- Knowledge of human resource management compliance.
- Excellent customer service and interpersonal skills.
- Excellent verbal and written communication skills.
- Attention to detail and ability to maintain a high level of confidentiality.
- Ability to operate with flexibility, adaptability and multi-task on multiple priorities.
- Proficient math skills, including the ability to perform calculations; ability to analyze data to determine accuracy.
- Must authorize BGCMN to conduct a criminal background check. Criminal background must meet BGCMN's standards for employment.

EDUCATION and WORK EXPERIENCE:

Education: 2 years college education in related field or equivalent experience; formal training in Human Resources desired with working knowledge in a variety of HR functional areas.

Experience: Previous experience in HR preferred.

FUNDAMENTAL RELATIONSHIPS:

Maintains close, daily contact with Human Resources Manager to manage work, coordinate recruiting opportunities and discuss issues/potential issues. Maintains contact with Club staff and supervisors to receive and provide information.

Maintains contact with other Clubs, organizations, government agencies, colleges and others to achieve program goals and objectives, obtain ongoing Human Resources knowledge, and to build networking relationships with others in the community.

PHYSICAL REQUIREMENTS:

Visual: Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and document review and written records 8+ hours daily

Communication: Able to express thoughts and ideas in an accurate and understandable manner in English through verbal and written format with internal and external contacts 8 hours per day

Movement: Ability to maneuver within work site 6-8 hours per day

Lifting/Pulling/Pushing/Carrying:
Able to comfortably move and lift up to 20 lbs of weight up to 2 hours daily.

Grasping/Holding/Use of Fingers:
Able to utilize hands and fingers to operate equipment such as computer, phone and copier up to 8 hours/day

ACKNOWLEDGEMENT and SIGNATURE:

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish an employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Signature

Date

