

Human Resources Assistant - Advanced

Position Description

POSITION SUMMARY:

This position performs advanced human resource assistant and personnel work in Human Resources for Employee Trust Funds. Under the general supervision of the Human Resources Supervisor, this position provides a wide variety of program activities such as providing assistance in staffing and recruitment efforts, providing assistance to employees, managers and applicants when filling vacancies, and providing administrative support on other human resource activities.

This position functions as a member of the agency's Human Resources Team and requires judgment, initiative, discretion, and problem-solving ability.

GOALS AND WORKER ACTIVITIES:

50%

A. Assist in providing technical assistance in staffing activities.

- A.1 Monitor employee transactions and recruitment efforts; update Human Resources Supervisor and other Human Resources Team members as needed.
- A.2 Maintain a recruitment file for all recruitments that includes all required and relevant records such as the position description, request to fill, application materials, correspondence with applicants, examination and interview materials, certification request, and other documents.
- A.3 Assist Human Resource Specialists in the creation of documents for civil service assessments, including job announcements, candidate materials, rating packets, and score sheets.
- A.4 Coordinate interview process for all vacancies. This includes determining/setting up the interview schedule in the DaySmart online scheduling system, coordinating schedules with interview panel members, preparing interview packets for the interview panel, and serving as the first point of contact for applicants being interviewed for positions.
- A.5 Prepare appointment letters for selected candidates and prepare non-select notices for applicants not chosen for vacancies.
- A.6 Assist in the administration of on-site assessments/interviews (when applicable). This includes making room arrangements, developing a schedule, scheduling applicants, meeting candidates and taking them to the interview.
- A.7 Place applicant data and scores into HRIS system in conjunction with the administration of civil service assessments.
- A.8 Request appropriate background and reference checks on selected candidates, monitor results, and route for review, if necessary.

- A.9 Work with the Contractor Staffing team to ensure timely onboarding and compliance of HR tasks.
- A.10 Complete all necessary fields and pages for employee onboarding and personnel transactions in the PeopleSoft ERP system, including ensuring all necessary documents are stored for future reference.
- A.11 Assist with reviewing and auditing documents for compliance with HR rules and policies, including appointment letters, position management, reclassification paperwork, position description requirements, etc.

30%

B. Provide administrative support services.

- B.1 Research and provide information on human resources laws, rules, policies and procedures and employment opportunities.
- B.2 Respond to inquiries from employees, applicants, supervisors on HR related activities. This could include information on the status of vacancies, recruitment processes, application procedures and other technical policies and procedures.
- B.3 Manage and monitor the Human Resources Outlook mailboxes and respond promptly to emails.
- B.4 Ensure new hire paperwork is obtained, reviewed and uploaded into the employee's personnel file. Ensure all necessary documentation is filed in the appropriate tracking spreadsheet and folders.
- B.5 Ensure all necessary documentation accompanies LTE hiring paperwork, including necessary hiring approvals, pay approvals, description of positions duties, and application data.
- B.6 Manage, send, track and follow up on the completion of exit surveys.
- B.7 Manage and update the PD Warehouse.

20% GOAL C: Assist in other human resources related duties and other tasks as assigned.

- C.1 Provide back-up program support to Secretary's Office, divisions, sections and/or units as needed.
- C.2 Provide assistance with special projects and development of management reports, as assigned.
- C.3 Develop and maintain detailed internal process instructions and procedures for duties and responsibilities.

- C.4 Maintain knowledge and ongoing awareness of Department policies, procedures and values.
- C.5 Update organizational charts (employee and functional).
- C.6 Participate and represent ETF at job fairs and any other activities that will enhance the overall recruitment program for ETF.
- C.7 Maintain paper and/or electronic filing systems and send paper materials to state records center for storage when necessary.
- C.8 Assist Human Resource Specialists in the collection and analysis of data, including information on compensation, classification and staffing activities.

KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of the principles and methods of recruitment, assessment, and selection process.
2. Thorough knowledge of classification and compensation principles and systems.
3. Extensive knowledge of applicant tracking system.
4. Ability to read, interpret and apply technical information and procedures, including information from labor agreements, Wisconsin Administrative Code, Wisconsin Statutes, compensation plans, Human Resources handbook, etc.
5. Ability to build and maintain cooperative and effective professional and interpersonal relationship skills.
6. Proven ability to collaborate with a wide range of individuals with varying backgrounds to work together for a common purpose to achieve business goals.
7. Knowledge of problem-solving methods and techniques.
8. Excellent listening, oral and written communication skills.
9. Excellent customer service skills.
10. Ability to work as a member of a team.
11. Ability to manage multiple tasks simultaneously.
12. Knowledge of file and record keeping methods and techniques.
13. Organizational, analytical and time management skills.
14. Knowledge of data collection methods and techniques.
15. Ability to prioritize work activities and tasks.
16. Ability to coordinate training and/or other events.
17. Ability to use Microsoft software including Outlook, Word, Excel, etc.
18. Extensive knowledge of and ability to use the PeopleSoft HCM system for recruiting and onboarding plus troubleshooting activities.
19. Knowledge of the Employee Trust Funds' organizational and management structure.