

CHESTERFIELD TOWNSHIP

CLASSIFICATION DESCRIPTION

Classification Title:	Human Resources Assistant (part time)
Department:	Human Resources
Hiring Authority:	Director of Human Resources
FLSA Status:	Non exempt
Employment Relationship:	Just Cause
Effective Date:	September 11, 2017

JOB SUMMARY:

This position is responsible for providing a broad range of support and assistance to the human resource and labor relations function for the Township; to assist in the preparation and maintenance of human resources policies, procedures, files and related documents; assists employees, retirees, Elected Officials and Department Heads with human resources needs; performs other duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Types, prepares and maintains the Township's policies, procedures, records and documents on human resource and labor relations matters.

Assists in the development and administration of the approved Human Resources budget.

Maintains necessary records, documents and files related to human resources and labor relations matters.

Ensures compliance with policies and Labor Agreements established between the bargaining units and the Township.

Attends meetings to assist in the planning and development of strategies for labor contract negotiations.

Types and prepares Township proposals to be used in labor negotiations.

Types and prepares Township responses for grievance activity with Township bargaining units.

Supports the arbitration process with all involved parties.

Assists in the management of the Township Human Resource Information System (HRIS) that meets the organization's human resources information needs.

Operates an automobile while performing assigned job duties.

QUALIFICATIONS (Education and Experience):

REQUIRED:

Possession of a high school diploma or a GED equivalency certificate.

A minimum of three (3) years of experience providing human resources or labor relations services.

PREFERRED:

Possession of courses in human resources or general business from an accredited college or university.

Previous human resources and/or labor relations experience in the public sector.

SKILLS AND SPECIFICATIONS:

Ability to use current software programs such Microsoft Word, Excel and PowerPoint.

Knowledge of computer applications involving human resources and payroll systems.

Knowledge of best practices in the area of human resources and labor relations.

Ability to apply best practice human resources and labor relations techniques.

Ability to establish and maintain effective working relationships with elected officials, Administrators, Department Heads, staff, union officials and the public.

Ability to conduct oneself with tact and courtesy.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Works in an office environment and uses a computer, telephone and other office equipment on a regular basis. The noise level in the work environment is typical of that of an office with frequent contact with customers.

May encounter frequent interruptions throughout the day.

Seeing (vision), sitting, talking/speaking, and listening/hearing are required.

Manual Dexterity and regular fine finger and hand wrist motions are regularly required for operating a keyboard, writing and filing.

Is required to drive regularly and occasionally needs to lift up to 25 pounds.

AUTHORIZATION:

Human Resources and Labor Relations Approval

Date

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.