



# HOUSING AUTHORITY

*of the City of Beaumont, Texas*

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Human Resource Administrator/ Executive Assistant</b>	<b>Date of Last Modification</b>	08/2015
<b>Department</b>	Human Resources		
<b>Reports To</b>	Executive Director		
<b>Supervises</b>	N/A		
<b>Salary Range</b>			

<b>Work Schedule</b>	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time
<b>Status</b>	<input checked="" type="checkbox"/> Regular Position	<input type="checkbox"/> Temporary Position
<b>Wage and Hour Laws Status</b>	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Exempt
<b>Union Status</b>	<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union

### **GENERAL SUMMARY:** *Summary of major reasons job exists.*

This position is responsible for performing all HR-related duties on a professional level and provides administrative support for the Executive Director. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training and development, performance management, onboarding, policy implementation, recruitment/employment, payroll processing, database management, affirmative action and employment law compliance and administrative support.

### **DUTIES AND RESPONSIBILITIES:** *Majority of duties performed. Not meant to be all-inclusive or to prevent other duties from being assigned.*

1. Provides advice, assistance and follow-up on employment law, company policies, procedures and documentation to supervisors and managers.
2. Serve as the link between management and employees by handling questions, interpreting and administering policies, and helping to resolve work-related problems. Recommend and implement resolution of specific policy-related and procedural problems and inquiries.
3. Develop and/or update company policies as needed.
4. Implement rollout of new and/or updated HR programs and initiatives.
5. Maintain human resources databases and employee records as required.
6. Perform specific research and/or HR investigations as requested.
7. Respond to all unemployment inquiries and act as agent at hearings as required.
8. Regularly update and modify job descriptions when position responsibilities and duties change.

9. Work with the Executive Director and department managers to identify vacant positions and hiring needs.
10. Develop job advertisements and post vacant positions.
11. Coordinate the development of interview panels.
12. Administer the screening process for all new hires to include background checks, pre-employment drug screens and driver's license checks prior to their start date.
13. Comply with all aspects of the Fair Credit Reporting Act for background checks, including Pre and Adverse Action letters.
14. Prepare new hire offer letters and packages.
15. Conduct new hire orientations.
16. Verify I-9's are documented properly. Process E-Verify for each employee.
17. Report all new hires to the Texas Attorney General. Process and maintain all Income Withholding Orders.
18. Enter employee data into payroll, Time Manager and File Vision. Follow up on missing/incomplete paperwork.
19. Oversee and manage maintenance of and changes to HR database and systems, records and files.
20. Performs administration of health plans including enrollments, change reporting, terminations, approving invoices for payment and communicating benefit information to employees. Set up and process monthly employee contributions.
21. Performs administration of retirement plans including enrollments, change reporting, terminations, approving invoices for payment and communicating benefit information to employees. Set up and process monthly employee contributions.
22. Performs administration of the Flexible Spending Account plan (TASC), including enrollments, change reporting and terminations. Set up and process monthly employee contributions.
23. Performs COBRA administration including processing of monthly payments and tracking of continued eligibility.
24. Performs administration of company cell phones including issuance, change reporting and termination.
25. Performs administration of company credit cards including issuance, change reporting and termination.
26. Perform driver's license check every 6 months to ensure employees are eligible to operate a company vehicle.
27. Perform background checks annually for review.
28. Conducts on-site accident investigations relating to Worker's Compensation.
29. Coordinates with the Worker's Compensation insurance carrier to ensure proper administration of claims.
30. Answer employment verification requests in a timely manner.
31. Respond to all unemployment inquiries and participate in hearings as required.
32. Manage annual open enrollment period each year. Arranges for distribution of materials from carriers, assists with communicating changes to employees and arranges for on-site representation by providers, conducts employee presentations. Processes changes within deadlines.
33. Process payroll on a bi-weekly basis.
34. Process and maintain tuition reimbursement process requests.
35. Prepare employee separation notices and related documentation and conducts exit interviews.

36. Develops and maintains affirmative action program; files EEO-1 report annually.
37. Document employee grievances. Conduct investigations as needed.
38. Maintain building security codes.
39. Handles all aspects of OSHA reporting.
40. Prepare monthly board reports. Copy and distribute as required.
41. Post board agenda monthly as required by law.
42. Type board minutes monthly.
43. Participates in administrative staff meetings and attends other meetings and seminars.
44. Maintains company organization charts and the employee directory.
45. Maintains compliance with federal and state regulations concerning employment.
46. Schedules and organizes complex activities such as meetings, travel, conferences and department activities for the Executive Director and other department managers.
47. Answers phones for Executive Director. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
48. Acts as liaison with other departments and outside agencies. Handles confidential and non-routine information.
49. Types and designs general correspondences, memos, charts, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
50. Manage outgoing/incoming mail for the Executive Director.
51. Use company intranet and email to communicate information to employees.
52. Performs other duties as assigned.

**SKILL SET REQUIREMENTS:** *Knowledge, skills, and abilities normally required for competent performance in the job.*

**Education/Experience:** A Bachelor's Degree and three to five years' human resource experience, or seven years of experience in the HR field, or any similar combination of education and experience.

**Preferred Skills/Qualifications:**

1. Knowledge of Equal Employment Opportunity Laws, Fair Labor Standards Act, Civil Rights Act of 1964, ERISA and employment practices and procedures.
2. Knowledge of Federal and State Labor laws, insurance practices and procedures and Worker's Compensation State Law.
3. Ability to make decisions, exhibit sound and accurate judgment and make timely decisions.
4. Excellent oral and written communication skills.
5. Strong computer skills.
6. Strong listening and interpersonal skills.
7. Strong organizational skills and ability to manage multiple priorities.
8. Excellent analytical abilities and demonstrated leadership skills.
9. Strong negotiation skills.
10. Ability to work with diverse populations.
11. Knowledge and experience with ADP, Time Manager and File Vision preferred.

12. Bondable.
13. Valid Texas driver's license.
14. Eligibility for coverage under Authority fleet insurance.

### **SUPERVISION GIVEN AND RECEIVED**

The employee receives direction and guidance from the Executive Director. Employee does not have direct supervisory responsibilities.

### **COMPLEXITY/SCOPE OF WORK**

The employee performs a wide variety of related tasks ranging from routine and repetitive to relatively complex matters. The employee identifies what needs to be done and determines how to accomplish it. The employee plans, coordinates, integrates, and ranks the tasks. The employee refers to local, federal and state laws, and to the Authority's personnel policies and procedures in performing work. These guidelines cover most job-related situations, although the employee is required to use good judgment in making decisions. If guidelines do not cover a situation, the employee consults the Executive Director or makes a decision based on the circumstances.

### **PERSONAL CONTACT**

Most of the employee's contacts are with Authority personnel and outside agencies. Contacts are made: (1) to give, obtain or clarify information regarding employment opportunities, benefits and legal issues and, (2) provide assistance to Authority personnel.

### **PHYSICAL DEMANDS**

Work is principally sedentary, but may involve some light physical exertion, such as kneeling, crouching or lifting, and eye strain from working with computers and other office equipment.

### **WORK ENVIRONMENT**

Work involves the normal risks and discomforts associated with an office environment, but are usually in an area that is adequately cooled, heated, lighted and ventilated.

**DISCLAIMER:** 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 skills required of personnel so classified.