

Human Resources Assistant at WACOG in Yuma, AZ

Job Order # 4500990 on azjobconnection.gov

Full Time

Pay Rate: \$14.82-18.50 P/ Hour (D.O.E)

Job Description:

THE WACOG DIFFERENCE

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG's Human Resources Department provides overall support and/or guidance to all WACOG programs, personnel departments and initiatives. We continuously strive to provide Human Resources that enhance the programs' successes and long-term viability within Yuma, La Paz, and Mohave Counties.

SUMMARY STATEMENT

Under close supervision, provide high-level administrative support to the Human Resources Director by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as data entry, preparing correspondence and packets, filing, and copying.

ESSENTIAL DUTIES AND RESPONSIBILITIES Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Create and maintain current, accurate, and compliant personnel and "Center" files; assist with Central Registry and Finger Print Card renewals as needed.
- Perform data entry and maintain current records of certifications, education and other compliance measures; coordinate with staff needing renewals and provide regular reports to applicable departments.
- Perform customer service and clerical duties normal of an HR department to include drafting correspondences, document packet preparation, filing, answer and direct foot traffic, phone calls and messages to the appropriate location.
- Assist with HR related events and planning such as job fairs, open enrollment, and employee recognition.
- Take an active role in creating, planning, and implementing employee trainings.
- Assist the department with maintaining HRIS for accurate reporting; track and compile data for regular and ad hoc reporting; submit as directed.
- Assist with Safety measures to include participation in the Safety Committee, initiate drills, and track employee attendance.
- Maintain the performance evaluation process; send reminders, track, and file as needed.
- Audit files and systems within the department to ensure HR Compliance measures are met; stay current with requirements including Office of Head Start, Area Agency on Aging, CSBG, 1-9 and EEOC.
- Assists HR Director with various research projects and/or special projects.
- Assist Finance Department to maintain current listings of authorized drivers and education assistance recipients.
- Assist in pre-employment verification of candidates including reference checks as needed.

- Travel within WACOG service area, including overnight stays as needed; additional travel maybe required.
- Maintain regular and punctual attendance; work outside of standard business hours as needed.
- Utilize tact and discretion to maintain confidentiality; project a positive and professional image of WACOG at all times.
- Other duties as assigned or required of the position.

KNOWLEDGE/SKILLS/ABILITIES (KSAs)

The individual who holds this position must be able to perform the essential duties and responsibilities satisfactorily. The KSAs listed below are representative of the knowledge, skills, and/or abilities needed for satisfactory performance.

- Skill of providing unwavering high level of professional customer service through understanding diversity and ability to adjust approach accordingly
- Basic knowledge of current HR laws and regulations and ability to offer initial guidance to employee questions.
- Basic knowledge of all HR functional areas as they relate to the position; Working knowledge in WACOG compliance standards and HR policies
- Ability to navigate applicable software programs to accurately enter data and produce reports
- General knowledge of Microsoft Office products
- Ability to set realistic priorities, organize time, meet deadlines, complete projects on time, and to use time well

Job Requirements:

REQUIRED EDUCATION AND EXPERIENCE

- High school Diploma/GED
- Four years administrative experience or two years HR experience

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree in closely related field
- HR Professional certification such as SHRM-CP or PHR

OTHER REQUIREMENTS

- Current Health Physical and TB Clearance
- Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit/Central Registry Background Check Comfortable working in a fast-paced, high-energy environment
- (Ability to secure and maintain a driver's license valid in the state of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.)

How to Apply:

Go to <https://www.applitrack.com/wacog/onlineapp/> to apply for this position. Follow the instructions included at the site, including how to submit an application