**HUMAN RESOURCES ASSISTANT**

**Central Office**

**Detailed Job Description**

Under the supervision of the Human Resources Director, is responsible for developing, implementing, and administrating all pre-hire aspects, including collecting required employment information such as I-9’s, background checks, reference checks, and benefit information. Maintain employee benefits, and LiveScan equipment and management of information. Responsibilities will include Employer E-Services, Employer Services Invoice, Section 125 notices (State law requirements and employee notification), Georgia New Hire State Report, and COBRA reporting. Health, Dental and Vision Enrollment, maintaining enrollments, and removal of benefits, as well as the required reporting. Responsible for new hire orientation and procedures, June/July Return-To-Work drug screening process, CODIS, E-Verify/I-9 process, *Bright from the Start* process (criminal records checks), Filing requirements as required by State and Federal Guidelines.

Responsible for Worker Compensation Postings, forms and filing a claim process, maintain the required Federal and State Poster as needed. Knowledge of the Sync Stream procedure, GMS Accounting Systems, Employee Action Forms, GDOL procedures and how to complete the forms. Accountable for HR correspondence and forms, Policies and Procedures Manuel, Where to find Federal Regulations and policies as they relate to HR at CSRA EOA, Employee verification forms, Employment Wage forms for the State, housing, etc. 401k enrollment process, help with the wage survey, pre-service training dates.

**Desirable Skills and Abilities**

* Ability to assist in planning, develop and coordinate a variety of Community Action Agency programs and departments.
* Ability to establish effective relations with other employees.
* Ability to interpret federal and state policies as they relate to personnel.

**Requirements**

* **High School Diploma/or GED**
* **Must be CODIS Certified**
* **Must be a Certified E-Verify Employer Agent**
* **Business College and/or Vocational or Technical School training**
* **3-5 Years’ experience in Human Resources and data entry experience**
* **Typing Speed: 60-65 WPM**
* **Good Communication Skills**
* **Positive attitude and ability to work well under pressure**
* **Current Physical, reliable transportation, and a valid driver’s license**