



# CITY OF NEWPORT, RHODE ISLAND

## *CAREER OPPORTUNITY*

<b>Position Title:</b>	<b>HUMAN RESOURCES ASSOCIATE</b>
<b>Posting Date:</b>	Monday, September 26, 2022
<b>Closing Date:</b>	Monday, October 10, 2022
<b>Department:</b>	Human Resources
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>• Provides paraprofessional, administrative and technical support for the department of HR in the delivery of human resources services to employees, retirees, managers and the general public.</li> <li>• Performs administrative, secretarial and clerical work to support the HR Department; responsible for the recording, handling and storing of confidential information relating to the administration of Human Resources.</li> <li>• Opens and distributes daily mail; composes, proofreads, and types correspondences, memorandums, forms, detailed spreadsheets, etc.</li> <li>• Answers telephone, resolve problems and responds to general inquiries, in person, electronically and by telephone, regarding departmental procedures and services; receives, refers and responds to visitors; assists and answers questions of the general public, public officials, department heads and staff.</li> <li>• Serves as the main point of contact during internal and external recruitment and employment processes to ensure compliance with state and federal laws and regulations, as well as compliance with the city's mission regarding diversity and affirmative action; collates documentation received from job applicants, runs the necessary checks for completeness, and performs reference checks as required; prepares orientation packages for new employees.</li> <li>• Researches, develops and recommends creative strategies to foster the City's diversity goals by collecting and analyzes statistical data to evaluate the City's population in accordance with diversity standards and goals, reviewing current practices and policies, assessing and analyzing the extent to which they support or hinder the City's diversity goals.</li> <li>• Audits and reports job applicant information and demographics for Affirmative Action tracking in attempts to hire a diverse workforce population; gathers, compiles, analyzes, and interprets data necessary for external and internal EEO compliance, reporting, and monitoring.</li> <li>• Disseminates information for distribution of job postings while maintaining record-keeping procedures, audits and reporting of applicant information and demographics.</li> <li>• Assists in the preparation of examination materials and corrects candidate answer sheets as well as schedules post-test review sessions for promotional examinations.</li> <li>• Assists the HR Assistant in the coordination and implementation of various human resources programs, such as benefits fairs, flu clinics, employee recognition program, wellness programs, new employee orientations and other employee activities.</li> <li>• Responsible for planning, organizing, and managing the logistics of internal and external training courses and the preparation of training logs; work cooperatively with the Director of Human Resources in designing and facilitating a training orientation program on the topics of diversity, equal opportunity, harassment/sexual harassment and discrimination.</li> </ul>

<p><b>Brief Job Description:</b> <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>• Schedules interviews, assessment venues, and appointments with prospective hires and ensures that meeting spaces are booked, required documentation is prepared, and ancillaries, such as AV equipment, are organized.</li> <li>• Responsible for the accuracy and completeness in collecting data necessary for input into the City's Human Resources Information System (HRIS) in preparation for entry into the City's HR/payroll systems; maintains the accuracy of detailed information in HRIS including position control, employee record keeping, job classification codes, EEO codes and the like; enters data into City system; prepares queries and produces reports as directed.</li> <li>• Ensures that all statutory employee data is complete, correct and remains organized for ease of access; maintains the accuracy and organization of confidential files and records; maintains detailed HR logs and spreadsheets used to track HR activities.</li> <li>• Assists employees and retirees with benefit enrollment forms and communicates provisions of city benefits; establishes and maintains benefit enrollment logs for eligibility; collects benefit payments and accurately maintains payment records.</li> <li>• Maintains effective communication with all City personnel, City retirees and members of the general public and provides assistance according to department protocol.</li> </ul>
<p><b>Minimum Entrance Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Human Resources Management with two years of practical work experience in human resources, business management or related field; or an Associate's degree with no less than five years work experience in Human Resources with knowledge of benefit administration and general hiring laws.</li> <li>• General understanding of employee classification, compensation and benefits, recruitment, selection, training and labor relations; general knowledge of Federal, State and local laws; general knowledge of the provisions and requirements of employee benefit programs, labor contracts, workers' compensation and the requirements of retaining and maintaining public records and personnel files; knowledge of AA-EEO regulations and practices; knowledge of office procedures, machines, and record keeping principles; proficiency in the use of word processing and spreadsheet applications; experience with HRIS is highly preferred</li> <li>• Must possess exceptional communication and writing skills</li> </ul>
<p><b>Pay &amp; Hours Per Week</b></p> <p>Mgmt. Grade: S02 Min. Salary: \$21.64 hourly Max. Salary: \$30.82 hourly</p> <p><b>FULL BENEFIT PACKAGE OFFERED</b></p> <p>Hours per week: 40</p>	<p style="text-align: center;"><b>Submit cover letter, resume and/or completed application to:</b></p> <p style="text-align: center;"><b>Michael J. Coury, Director of Human Resources</b> <b>City Hall - 43 Broadway</b> <b>Newport, Rhode Island 02840</b></p>
<p style="text-align: center;"><b><i>An Equal Opportunity and Affirmative Action Employer</i></b></p> <p style="text-align: center;">APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES DEPARTMENT AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;"><a href="http://www.cityofnewport.com/jobs">www.cityofnewport.com/jobs</a></p> <p style="text-align: center;"><b>Tel: (401) 845-5444</b> <b>Fax (401) 845-9364</b></p>	