

# **Help Wanted: City of New Bedford hiring Human Resources Assistant**

**CITY OF NEW BEDFORD**

**HUMAN RESOURCES ASSISTANT \$15.42hr – \$23.00hr**

**PERSONNEL**

Confidential employee responsible for correct communication in regard to personnel records, policies and procedures. Arranges and oversees the preparation and processing of personnel forms to initiate personnel actions (e.g. appointments, promotions, separations, leaves of absence, and other personnel transactions). Assists and instructs payroll clerks and City personnel with questions relative to deductions and personnel record keeping. Checks for accuracy, inputs information into the City's MUNIS HR program and maintains computerized personnel records.

Acts as a liaison with other City departments regarding the processing of personnel and payroll deduction actions, and administration of personnel programs. Ensures all garnishments, fees and levies are being implemented per court order(s). Ensures that personnel policies and procedures are adhered to and assists payroll administrators in the processing of employee paperwork. Contacts prospective employees and schedules physicals when conditional employment offers are extended. Records and maintains all employee/supervisory performance evaluations. Notifies Department Heads when reviews are past due and ensures submission of same. Processes and files confidential records involving personnel issues, health matters, labor relations, etc. Answers telephone, provides customer service, processes employee verifications of employment, etc.

Oversees coordination and organization of the City's Summer Program as far as personnel requisitions, number of vacancies, funding sources, etc. Responsible for processing new employee packages for approximately 100 summer employees, ensuring receipt of all required documentation and accuracy of information submitted.

Duties require knowledge of office practices, and pertinent City, State and Federal laws and regulations equivalent to two years of college and two years of related experience. Computer literacy including Microsoft Word, Excel and Access is required. Knowledge of MUNIS HR/Payroll system a plus. Ability to perform detailed work accurately and efficiently within strict deadlines. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the general public. Must possess strong organizational skills, including attention to detail and accuracy. Confidentiality and ability to handle general office concerns to avoid problematic situations. **Employees within the Personnel Department are confidential employees and held to the highest standards of confidentiality and professionalism.**

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit **[www.newbedford-ma.gov](http://www.newbedford-ma.gov)** or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement. EEO**