

 Oroville Hospital	Job Description for Human Resource Assistant	Department: Human Resources
		Dept.#: 8650 Last Updated: 7/22/08

Report To

Human Resource Manager

Job Summary

The responsibility of the Human Resource Clerk is to explain and answer questions about hospital employment policies and requirements.

Duties

1. Compiles bi-weekly payroll report listing all personnel actions and sends copies to appropriate areas
2. Updates and maintains the job descriptions, skills check list and evaluations
3. Prepares reports supplying information on present employees or new employees as requested
4. Keeps updated list of employee's licenses and notifies department manager of expired licenses
5. Assists Department Heads/Supervisors in completing requisition for replacement or new positions, insuring that all approval signatures have been obtained
6. Prepares payroll/personnel changes notices for employees for changes in position, status, department, pay rate, position and hours worked
7. Requests all required backup documents and obtains appropriate signatures
8. Enters information of employee record in text and forwards change notice to payroll for input
9. Processes active employee evaluation, delinquent list and pay increases monthly
10. Enrolls new employee for employment
11. Prepares a timecard and instructs the new employee on using the time card and completion of the timecard
12. Obtains copies of professional licenses, CPR Card, etc. and all required legal documents.
13. Makes name badges for all employees
14. Administers Flex Benefit Plan, Oroville Sports Club, OroWest Racquet Club
15. Calls for references on prospective new employees. Reports negative references to the Department Manager/Supervisor and Director of Human Resources
15. Completes State Disability and Employment Verification forms the same day received
16. Posts payments to OSC, OW and Insurance statements
17. Sends Insurance, OSC and OW monthly statements
18. Orders supplies for department
19. Keeps supplies of Orientation, Volunteer, New Hire, and Benefits packets
20. Filing
21. Files all returned job applications in appropriate binder
22. Answer inquiries concerning availability of employment opportunities

23. Explains and answers questions about hospital employment policies and requirements
24. Answers questions pertaining to employee benefits
25. Assists employees in completing changes in health, life, TSA, W-4's, address, name changes, etc...
26. Updates job description binder for job seekers
27. Maintains adequate supply of employment applications
28. Answer phone, screen, and routes calls
29. Completes projects and performs other duties as assigned

Qualifications

1. High School graduate or equivalent
2. Typing skills 45 wpm
3. Pleasant personality in dealing with the public and employees
4. Computer experience helpful (basic keyboard, lotus, excel)
5. In-service training in hospital policies and procedures

Lifting Requirements

Sedentary - generally not lifting more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.