

ANBERRY REHABILITATION HOSPITAL

1685 Shaffer Rd. • Atwater, CA 95301
(209) 357-5121 • Fax (209) 356-2487



"Your First Step to Recovery"

JOB TITLE: Human Resources Assistant

DEPARTMENT: Human Resources

JOB DESCRIPTION

REPORTING RELATIONSHIP

REPORTS TO: HR Director

JOB SUMMARY: Implement Human Resource functions such as; employee relations, recruitment, retention, supervisory development and staff education. Provides administrative support to HR Director. Provides support and consultation to all employees, in the practice and use of human resources policies, procedures, programs and benefits. Manages workers comp and safety programs and helps to implement cost control measures to reduce employee injuries.

QUALIFICATIONS:

EXPERIENCE: Experience in implementation of human resource practices; recruiting hiring/termination, training, workers compensation, benefits administration, payroll administration, event management, public speaking, and database management.

OTHER SKILLS REQUIRED:

Ability to maintain confidentiality, functional computer software knowledge, professional, adaptable. Ability to work effectively in high pace setting, ability to work independently and prioritize, excellent verbal and written communication skills, above average clerical and organizational skills, ability to implement and enforce facility policy and procedures and a working knowledge of Federal and State employment and workers comp regulation.

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JOB RESPONSIBILITIES:

- A. Coordinates recruitment and placement of all positions
 - 1. Coordinates with Directors on open positions.
 - 2. Coordinates placement of ads in media sources and creates ads for distribution in the community
 - 3. Conducts reference checks, background checks, drug screens and pre employment physicals and relays information back to the supervisors
 - 4. Completes all necessary paperwork for all new hires
 - 5. Send letters to all applicants not hired
 - 6. Plans, coordinates and attends hiring events as necessary

- B. Assist with all general orientation
 - 1. Prepares new hire information packets
 - 2. Coordinates orientation program and conducts HR related sections

- C. Maintains all aspects of Workers comp process
 - 1. Record all details of employee incidents/injuries on a month-to-month basis
 - 2. Process all necessary paperwork during claim process
 - 3. Communicates to supervisors on employee status
 - 4. Assists supervisors in modified work creation
 - 5. Maintain Workers Comp information for each employee
 - 6. Coordinates worker comp and safety programs

- D. Conducts the Recruitment and Retention efforts
 - 1. Assists with coordination of employee special events
 - 2. Works with supervisors to address employees needs and concerns
 - 3. Coordinate with supervisors employee of the month and employee of the year

- E. Responsible for the Human Resource Budget
 - 1. Orders supplies for employee recognition, events associated with recognition
 - 2. Maintains supply of Human Resource materials and supplies

- F. Maintains all Human Resource forms and handbooks
 - 1. Obtains human resource forms as needed

- G. Benefits Administration
 - 1. Administers all aspects of the benefit programs (open enrollment, initial sign ups, changes in coverage, termination of coverage monitor 90 day eligibility new hires, etc).
 - 2. Conducts COBRA process for terminated employees
 - 3. Review insurance invoices for accuracy
 - 4. Notifies payroll of changes to employee deductions
 - 5. Maintain census information
 - 6. Maintain spreadsheet of all active employees with benefits
 - 7. Coordinate employees on LOA, FMLA, CFRA, PDL and prepare appropriate forms for timely distribution

- H. Performance Appraisals/Disciplinary Action
 - 1. Maintains schedule of performance appraisals and distributes appraisal forms to Directors as needed

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2. Coordinate with the DSD/Directors regarding annual orientations for employees
 3. Assist Directors by attending warning write up meetings with employees
 4. Complete process of termination of employees (terminations must be discussed with Administrator before any action is started)
- I. Maintain all personnel and medical files
1. Assures security of information and maintains appropriate check-out system
 2. Verifies all change of status forms prior to submitting to Payroll for processing
 3. Responds to all employment and reference request
 4. Responsible for completing State and Federal compliance correspondence
- J. Payroll Administration
1. Reviews employee time cards.

 2. Checks time cards for accuracy and obtain necessary approvals to initiate correction.

 2. Reviews payroll documentation for accuracy through audit reports and coordinate with payroll regarding making any necessary adjustments. Obtains necessary approvals.

 3. Sorts and distributes payroll checks to staff.

 4. Works closely with Payroll on all payroll related issues.

 5. Reviews computed wages and coordinates with payroll to correct errors to ensure the accuracy of earnings. Ensure that all changes to payroll are processed correctly.

 6. Coordinate with payroll to maintain accurate payroll records and employee files.

 7. Review and audit data entry Previews, Registers, and a variety of Payroll reports to ensure accuracy.

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8. Will coordinate with Payroll regarding employee garnishments, deductions, and vacation/sick/PTO accruals.

9. Answers inquiries regarding employment verification. Review the accuracy of payroll deductions to payroll output documents.

10. Respond to employee inquiries and requests regarding payroll matters.

11. Update payroll system related to employee records (contact information, License, CPR, TB, annual orientation and performance reviews) and coordinator with Directors and staff.

12. Orient staff to time clock system and troubleshoot system errors

13. Print and process manual checks as requested by Payroll.

14. Maintains client confidence and protects operations by keeping information confidential.

15. Perform other duties and special projects as requested by management.

16. Assist in special projects as assigned by management.

17. Other duties as assigned.

QUALIFICATIONS:

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- * Minimum 1 year clinical experience, education, or specialty skills specific to Human Resources/Payroll preferred
- * Demonstrates understanding that state and Federal rules and regulations govern the practices within the facility.
- * Ongoing pursuit of Continuing Education Credits in, management, personal growth and development.
- * Proven ability to communicate effectively and positively with staff, residents and family members.
- * Basic computer knowledge and ability with an aptitude to learn company software.
- * Must be capable of maintaining regular attendance.
- * Must meet all local health regulation and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- * Must be capable of performing the essential job functions of this job, with or without reasonable

I understand this job description and its requirements; and that I am expected to complete all duties as assigned whether on this description or from my direct supervisor or designee. I understand the job functions may be altered from time to time.

I further understand that the purpose of this job description is to identify the major duties and responsibilities of the job and that it is not intended to contain each and every duty inherent in this job.

EMPLOYEE

DATE

SUPERVISOR

DATE