

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

Title: **Human Resource Assistant**

Reports to: Human Resource Manager

Classification: Non-Exempt

Revision Date: December 2026

Pay: \$19.23

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

SUMMARY

The position of Human Resource Assistant is responsible for performing administrative and support-based tasks associated with personnel functions, including recruitment, orientation, personnel transactions, benefits, performance management, and compensation, in compliance with all relevant State and Federal personnel laws and regulations including Fair Labor Standards Act, Family Medical Leave Act, etc. The Human Resource Assistant performs the key functions of organizing and accessing records and files. In addition, the position assists the Equal Opportunity Officer conducting inspections, documenting, and ensuring compliance with the ADA (American with Disability Act) and the coordination of the Safety Committee. This position must be computer literate; have friendly and professional customer service, exceptional organizational skills with attention to detail, and be able to multi-task. Working knowledge of Rippling HR system is highly desired.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Establish Personnel Records.

Supporting Skills

- Organize information according to required standards and practices.
- Assess files for completeness and Revise files as appropriate.

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- Obtain and maintain Fingerprint Clearance, Central Registry Background checks, Proof of insurance, and other records for all staff, including Board Members, Security and Cleaning Staff, etc.
- Edit and update evaluation forms; including formulas for computation of scores. Process evaluations.
- Process terminations.

2. Coordinate Procedures Related to Employment Openings.

Supporting Skills

- Assist with the job description updates.
- Coordinate with IT and Business Services departments to post new employment openings.
- Track sequence procedures.
- Review/document application's qualifications for job openings.
- Develop and send out correspondence to applicants (selected and not selected).
- Coordinate with pertaining departments to schedule interviews and prepare interview documents.
- Conduct interviews in absence of H.R. Manager.
- Check references, Prior employment, and make job offers (in writing and by telephone).
- Notify appropriate departments of start date.

3. Orientate New Employees and Initiate and Review Personnel Forms for Accuracy and Notify Payroll of all Appropriate Personnel Matters.

Supporting Skills

- Explain benefits and forms to new employees.
- Explain policies and secure signatures.
- Complete I-9 forms.
- Process Fingerprint cards.
- Process Background check with AZDES Child Safety Registry.
- Review drug test results (pre-employment, post-accident, and random).
- Collect and keep current auto insurance with appropriate limits.
- Maintain and schedule timely notification of changes.
- Enter information on Rippling system ensuring accuracy.

4. Evaluations & Training

Supporting Skills

- Maintain and schedule timely notification of evaluations and other changes.
- Update forms and databases to reflect the evaluations results.
- Add scores to update tracking forms.
- Follow up as required (letter to employee, reminders to supervisors, etc.)
- Track the training sessions completed by employees (Professional training, School Nutrition Program, etc.)
- Process increases on a timely basis

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5. Assist the Human Resource Manager with Notifications and Updates of Forms and Policies.

Supporting Skills

- Distribute information to employees.
- Collect and file acknowledgment statements.
- Maintain summary documentation of changes.
- Set schedule for annual reviews.
- Assist with policies review and translations

6. Assist Equal Opportunity Officer.

Supporting Skills

- Conduct walk-through EO/ADA inspections at One Stop Center, Service providers sites, Somerton Resource Center, San Luis Resource Center, Mesa heights, Department of Economic Security WIOA section, and other locations.
- Visit the Service Providers to ensure EO requirements are in place.
- Report any findings to the HR Manager/EO Officer.
- Assist with investigations (Discrimination and/or Programmatic).
- Collect and send EO quarterly reports to State WIOA EO Officer.

7. Assist with the Coordination of Safety Committee Meetings.

Supporting Skills

- Schedule meetings on a quarterly basis.
- Develop agenda.
- Ensure all training materials are ready for the meetings.
- Take minutes of the meetings and distribute to all members.
- Assist in the coordination of drills (fire, active shooter, etc.).
- Assist in the update the emergency and Evacuation plans.

8. HR/Payroll System

Supporting Skills

- Enter selection of insurance of new hires in corresponding webpages.
- Accurately and timely input information regarding new hires, salary increases, direct deposit, changes in insurance options, etc. on the system utilized for payroll/HR.
- Create and analyze reports such as: Attendance, FMLA, 401K contributions, etc.

9. OTHER

Supporting Skills

- Assist with the coordination of benefits orientations and track benefits changes.
- Maintain all insurance policies organized and up to date.
- Complete monthly reports: VISA, Absences, .

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- Update turnover folders on a quarterly basis.
- Issue out and keep inventory of keys.
- Program alarm systems for all employees, vendors, one stop personnel, one stop partners, and service providers.
- Maintain accessible and usable Human Resources files.
- Respond to Unemployment claims.
- Complete Verification of employment (current and prior employees).
- Report and submit all work-related accidents/illnesses to Workman's Compensation carrier in a timely fashion.
- Assist preparing annual OSHA 300 Log.
- Implement and oversee pre-employment, post-accident, and random drug testing as part of the drug free workplace policies.
- Provide to accounting designated official the necessary documents as required by policies and procedures

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

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Learning:

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language:

- Communicating: Communicating with others to convey information effectively.
- Comprehension: The ability to understand information and ideas presented (respond effectively to the most sensitive inquiries or complaints, effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**
- Written Comprehension: ability to read and understand information and ideas presented in writing.

Mathematics:

- Add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

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- Compute rates and percentages.

Reasoning:

- Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpret a variety of technical instructions.

Technology:

- Demonstrate computer/software proficiency including but not limited to Microsoft Word, Microsoft Excel, Outlook, etc.

Socioeconomic:

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory:

- **Active Learning**: Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management**: Managing one's own time and the time of others.
- **Learning Strategies**: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Has no direct supervisory responsibility.

Interpersonal:

- **Social Perceptiveness**: Being aware of others' reactions and understanding why they react as they do.
- **Service Orientation**: Actively looking for ways to help people.
- Must possess excellent interpersonal skills.
- Must demonstrate excellent self-control and confidence during presentations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills;

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- Reach with arms and hands.
- Operate keyboard, mouse, copier, fax and other office equipment.
- Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks
- Lift at least 5 – 10 lbs.
- Frequent Bending and stooping.

Other:

- Demonstrate public speaking skills. Make oral presentations to groups in local and statewide activities.
- Demonstrate interviewing skills.
- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must possess a valid Level One Arizona Driver's License, reliable transportation, and current liability insurance;
- Must clear a background check with Arizona Department of Child Safety;
- Must demonstrate the Core Values of the Organization.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Human Resources, Human Services, Business Administration, Accounting, Computer Science, or related field and two years of experience in Human Resources; or a H.S. Diploma and five years of experience in the areas of Payroll, Benefits, Contracts, Training, or a combination of the above.

Computer proficiency is a requirement.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

I acknowledge that I have been given a copy of this job description and I understand the duties and responsibilities stated within. I attest to my capacity to fulfill all such duties and responsibilities. This job description may be revised by the employer and I will be given a copy of revisions, additions, and/or deletions. I understand that I may be given additional related duties and will be required to follow any other instructions or directions given by my supervisor. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Signature of Employee

Signature of Supervisor

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Printed Name of Employee

Printed Name of Supervisor

Date Signed

Date Signed