

Job Description

Position Title: Human Resources Administrator/Executive Assistant
FLSA Status: Exempt

Position Summary:

Under the direction of the Chief Executive Officer (CEO), manage human resource and board secretary responsibilities; provide a wide range of administrative and executive support.

Supervises: None

General Duties and Responsibilities:

Manage PdNCF and PdNHF human resource (HR) responsibilities in a professional and confidential manner

- Develop and implement an annual HR plan to support a positive and productive work environment and support staff satisfaction, development, and retention.
- Develop, recommend, implement, maintain and update Policy Manual, including HR-related policies and procedures, to maintain compliance with state and federal government regulations.
- Set up and maintain secure files for interns and employees, including performance evaluations, I-9 forms, policy manual, and conflict of interest statements.
- Notify the Accounting Department of salary increases and benefit changes.
- Assure job descriptions are written and updated as necessary and approved.
- Post new or vacant positions, log incoming resumes with contact information, review resumes when needed, schedule interviews, provide applicable tests, conduct background verification, check references for potential job candidates, and send thank you correspondence to applicants not selected.
- Process new hire documents and explain benefits and policies as part of new employee orientation and onboarding procedure.
- Liaise with Agents of Records and employees and serve as Plan Administrator for health, dental, life insurance, retirement, and cafeteria plans.
- Process benefit forms for new and existing employees for health, dental, life insurance, retirement and cafeteria plans.
- Verify monthly insurance statements for accuracy before submitting to accounting.
- Consult with legal counsel on HR matters as needed.
- Work directly with department managers to assist them in carrying out HR responsibilities. Participate in meetings with supervisors and staff if necessary.
- Oversee and facilitate staff development, employee recognition events, and annual staff retreat. Conduct periodic surveys to gauge employee satisfaction.
- Conduct employee salary compensation studies whenever necessary.
- Conduct exit interviews for all departing employees.
- Assist with annual performance evaluation process for all employees.
- Provide correspondence to staff regarding merit increases, as approved by the Board, and submit salary information to payroll before the end of the year.
- Schedule and assign staff teams to moderate monthly staff meetings for the following year.
- Complete the U.S. Bureau of Labor Statistics survey annually.
- Stay up-to-date with HR laws and regulations.

Serve as PdNCF and PdNHF Board Secretary

- Prepare Board, Executive, and Governance Committee meeting packets for timely distribution.
- Serve as backup for preparing Committee meeting packets for distribution.
- Confirm attendees and make necessary arrangements for meetings.

- Take minutes at Board and other meetings as needed.
- Maintain contact information and terms for current and past Board of Directors and Committee Members.
- Maintain filing system for Board and Committee meeting minutes and documents.
- Schedule Board and Committee meetings for following year and confirm with Consultants, Board and Committee Chairs.
- Assist with communications to Boards and Committees.
- Ensure conflict of interest statements distributed and signed annually by the Board and maintain files.
- Process Board bank resolutions and necessary paperwork each year to add new authorized bank signers and remove previous bank signers for all financial institutions used by PdNHF and PdNC.
- Coordinate regular and special meetings and events.

Perform a variety of related office and administrative activities and executive support functions

- Provide general administrative support to the CEO including coordination and scheduling of meetings and general correspondence.
- Make travel arrangements for CEO and Board and other staff as needed.
- Conduct interviews for administrative support positions as needed.
- Maintain and ensure the protection and security of files and records for independent consultants, lease agreements, corporate files.
- Serve as BoardPac Administrator and train new staff, board and committee members on use.
- Complete the U.S. Census Bureau Annual Services report.
- Provide requested HR and Board documents requested by auditors.
- Liaise with internal employees at all levels.

Qualifications

Education and Experience: A Bachelor's degree in business or related field and five (5) years professional human resource administration experience, including five (5) years administrative support experience at the executive level.

Knowledge, Skills and Abilities:

- Knowledge of local, state and federal human resource laws, regulations and practices.
- Knowledge of office administrative, recordkeeping practices and procedures.
- Knowledge and application of MS Office software.
- Demonstrated ability to exercise judgment and use tact and discretion in dealing with sensitive situations.
- Ability to prioritize work, meet deadlines and require minimal supervision.
- Ability to maintain effective, collaborative working relationships with staff, Board and Committee members, and the general public.
- Proficient use of English grammar, spelling and punctuation.
- Spanish proficiency preferred.

Physical Requirements / Work Conditions:

- Occasional evening and weekend work may be required.
- Work conducted in an office environment.
- Repetitive motion in the operation of a computer.
- Frequent sitting required; occasional standing, bending, stooping, lifting, and pushing.

The essential functions and responsibilities of this job can be performed and completed working at the office and remotely. While working remotely, employees must adhere to Foundation Policies and Procedures.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.