

**COMMUNITY ACTION PLANNING COUNCIL  
JOB POSTING**

<b>JOB TITLE</b>	Human Resource Assistant II
<b>JOB LOCATION</b>	518 Davidson Street – Watertown NY
<b>POSITION GRADE</b>	5
<b>WORK HOURS PER WEEK</b>	35 hours per week (M-F)
<b>PAY RATE</b>	\$14.23 per hour plus benefit package
<b>EMPLOYMENT STATUS</b>	Regular Full-time Non-Exempt

**The major responsibilities of this position include, but are not limited to, the following:**

- Provides administrative and clerical support to the Human Resource Director.
- Assists in the recruitment process with job postings, checking references and scheduling interviews between applicants and hiring managers.
- Processes all background clearances, physicals and TB tests as required.
- Prepares new hire packets and conducts new hire orientation for employees.
- Prepares new employee files and processes all new hire documentation.
- Assists with benefits plans including enrollments, changes and terminations. Processes required documents through payroll, insurance providers and brokers to ensure accurate recordkeeping. Assists with annual open enrollment and processes changes within deadlines.
- Assists with the administration and retrieval of performance evaluations, tracks due dates, and reminds supervisors when they are due.
- Prepares various reports using Microsoft Office (Word, Excel and PowerPoint).
- Assists the Human Resource Director with various research and/or special projects.
- Processes all paperwork pertaining to Family Medical Leave, NYS Paid Family Leave, and short-term disability claims.
- Assists Human Resource Director with mandatory staff trainings.
- Conducts orientation and trainings for all volunteers and interns.
- Performs other duties as assigned by the Human Resource Director.

**Qualification Standards:**

- Associates Degree in human resource management or related field with 1-3 years experience in HR field required.
- Excellent customer service skills and ability to handle employee questions, problems or concerns in a professional manner.
- Dedicated and focused with the ability to prioritize, meet deadlines, and complete multiple tasks with a strong follow through.
- Excellent organizational and time management skills.
- Positive attitude and team player. Ability to take direction.
- Strong communication and problem-solving skills.
- Proficient PC skills including Word, Excel and database management.
- Must possess a valid driver's license and independent transportation to perform job duties.
- Ability to lift up to 20 pounds, close mental and visual attention required to perform job duties, work is performed in an office environment with outside travel.

Qualified applicants should submit updated resume, employment application form, and transcript to: Community Action Planning Council, 518 Davidson Street, Watertown New York 13601 Fax 315-785-0892 Email: [hr@capcjc.org](mailto:hr@capcjc.org). Employment Application form can be downloaded from [www.capcjc.org](http://www.capcjc.org). Application deadline is 4:00pm on October 15, 2019

**EOE**