

## **HUMAN RESOURCES ASSISTANT (PART TIME)**

The Human Resources Assistant (Part Time) supports the administration of the day-to-day operations of the Human Resources Department. Provides clerical and administrative support and is a liaison between employees and HR, ensuring smooth communication and prompt resolution of request and questions.

Minimum starting hourly wage \$21.63 per hour. LMHA offers part time employees a retirement plan through OPERS.

Minimum requirements: Associates degree plus two (2) years relevant experience or equivalent combination of education and relevant experience. Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment. Human Resources Certification is preferred.

Please download the application packet from the website. Completed packets can be emailed to [jobs@lmha.org](mailto:jobs@lmha.org), faxed to 440.288.7361 or mailed to: LMHA, Human Resources Department, 1600 Kansas Avenue, Lorain, OH 44052. Applications accepted until position is filled.

**EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY**



## LORAIN METROPOLITAN HOUSING AUTHORITY

### HUMAN RESOURCES ASSISTANT

Reports to: Chief Operating Officer  
Department: Administration  
Location: 1600 Kansas Avenue  
Status: Non-Exempt  
Salary Range: \$21.63 - \$32.47 per hour  
Pay Grade: 6  
Revision: October 2022

#### **General Statement**

Summary: Supports the administration of the day-to-day operations of the Human Resources Department. Provides clerical and administrative support and is a liaison between employees and HR, ensuring smooth communication and prompt resolution of request and questions.

#### **Duties and Responsibilities**

##### **Primary Duties:**

Sets up and maintains all personnel files.

Prepares and posts job vacancy notices/advertisements.

Maintains and tracks employment applications.

Responsible for conducting testing sessions for employment applicants; grades, records, and tracks tests and ensures applicants are notified of results.

Schedules pre-employment physicals and drug/alcohol screenings.

Manages the new hire orientation process.

Responsible for ensuring accurate and timely tracking, updating and reporting of, and notifications for, all employee information related to EEO, employee insurances, OPERS, Ohio New Hires, COBRA, BWC, FMLA, etc.

Maintains all aspects of HR Online.

## HUMAN RESOURCES ASSISTANT

Coordinates annual and probationary Performance Review processes.

Manages documents and notifications related to employee disciplinary action, resignations, retirement, termination, FMLA.

Processes all employee changes (Personnel Action Forms).

Prepares responses to unemployment claims.

Coordinates the Drug Free Safety Program; schedules post-accident/injury and random drug/alcohol screenings.

Assists the Chief Executive Officer and Chief Operating Officer with projects, reports, and correspondence.

Maintains all mandated Federal and State labor law postings.

Performs other related duties as required.

### **Qualifications**

Education/Experience: Associates degree plus two (2) years relevant experience or equivalent combination of education and relevant experience.

Language Skills: Ability to communicate effectively with staff.

Mathematical Skills: Basic math skills.

Reasoning Ability: Problem solving

Computer Skills: Ability to learn computer programs needed for the position.

Certificates, Licenses, Registrations: Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment. Human Resources Certification is preferred.

### **Knowledge, Skills, and Abilities**

Proficient in Microsoft Word, Excel, and Outlook.

Ability to become proficient in LMHA computer software.

Ability to work in a fast-paced environment and prioritize multiple tasks with frequent interruptions.

High degree of self-motivation.

Ability to work effectively with others.

## HUMAN RESOURCES ASSISTANT

Ability to maintain a high degree of confidentiality.

Requires excellent interpersonal, organizational, and oral/written communication skills.

Ability to use various forms of office equipment including copiers, computers, fax machines, transcription equipment, etc.

Ability to work with and serve a diverse population.

### **Physical Demands/Work Environment**

**Physical Qualifications:** 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.

While performing the essential functions of this job, the employee is frequently required to sit, talk, see, or hear. The employee is occasionally required to stand and walk; ascend and descend stairs; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is performed in a typical office environment with little exposure to outdoor temperatures or dirt and dust.

### **ADA/EEO Compliance**

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.