



# Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

## Executive Administrative Assistant - Human Resources

**FLSA Status:**

Non-Exempt

**Qualifications:**

High School Diploma (required)

**Experience:**

Job related experience with increasing levels of responsibility

**Clearances:**

Criminal Justice

Fingerprint/Background

Clearance

**Support Staff Salary Schedule:**

Range 21

**Reports to**

Assistant Superintendent of Personnel & Operations

**Terms of Employment**

260 days, 8 hours per day, with benefits according to Board policy

**Purpose Statement**

The job of Executive Administrative Assistant - Human Resources is done for the purpose/s of providing a wide variety of complex and confidential support to the Human Resource Department; conveying information regarding district functions and procedures; ensuring efficient operation of support functions; establishing and maintaining department records; coordinating assigned projects; and compiling a wide variety of materials and reports.

**Essential Job Functions**

- Maintain strict confidentiality in all areas of Human Resources.
- Assists personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility and conveying information.
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage(s).
- Maintains a variety of benefit information for the purpose of providing an up-to-date reference and audit trail.
- Processes a variety of benefit information for the purpose of completing enrollment/changes within program guidelines.
- Coordinates open enrollment for benefits
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Processes and reconciles retirement system and 403B/457 reporting.
- Researches discrepancies between employee, payroll, benefit provider/s, and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Supports assigned administrators for the purpose of providing information from which to make operational decisions.
- Off-boarding of all employees.
- On-boarding of new support staff employees.
- Prepares and sends extra duty, supplemental and summer school contracts.
- Manage and monitor employee benefit enrollment.

## **Other Job Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Be able to understand and submit online reports to state and federal agencies.
- Have the ability to learn new systems and software.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Attends meetings and trainings as directed.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies

## **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school law; parliamentary procedures; accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; using independent judgement on matters of significance under limited supervision following standardized practices and/or methods.

## **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

## **Conditions and Environment**

Employee will be required to regularly work inside. This job is performed in a generally clean and healthy environment.