

**HUHSTATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Human Resources Assistant IV
Position Number 124850
Department: Law Enforcement
Division: Administrative Services Office
Branch:
Section: Human Resources
Unit:
Geographic Location: Downtown

II. INTRODUCTION

Function of this organizational unit:

The Human Resources Office provides human resources management services to the department. Recruitment, position classification, employee training and development, employee relations, human resources development and services, human resources transactions and records maintenance are among its services.

Purpose of the position:

The purpose of this positions is to assist, review, and process employee transactions to insure legal and procedural requirement are met for civil and non-civil service employees in the department; also this position provides employee and clerical services for the employees, HR office, and the department.

III. MAJOR DUTIES AND RESPONSIBILITIES

Factors in Determining Essential Functions

1. The performance of this function is the reason that the job exists.
2. The number of other employees available to perform this function is limited.
3. The function is highly specialized, and the employees is hired for special expertise or ability to perform the function.

A. Clerical Duties and Employee Services

40%

1. Reviews and distributes all incoming mail and logs outgoing correspondence. [1][2]
2. Files and maintains all personnel records and logs; maintains document tracking log, suitability paperwork, recruitment folders, etc.; scans necessary documents to HR folders on the LAN. [1][2]

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

3. Reviews all HR paperwork for accuracy and informs originator if errors occur. [1][2]
4. Process and/or distributes all HR paperwork to proper HR staff. [1][2]
5. Maintains Official Personnel Files (OPF) and scans necessary documents to HR folders on the LAN. [1][2]
6. Assist department personnel in a variety of HR related inquiries (recruitment, benefits, retirement, etc); passes on more complex inquiries to the Human Resources Specialist IV (HRS). [1][2]
7. Serves as a HR role for the Time and Leave program; provide answers to employees, supervisors/managers, Timekeeper and/or Leavekeepers regarding rules and regulations on governing sick, vacation, and other leaves. [1][2]

B. Employee Transactions

30%

1. Assist with processing new hires and pertinent documents on the Human Resources Management System (HRMS). [1][2]
2. Process Performance Appraisal System (PAS) forms and forward them to department staff for completion. Keeps track of PAS due dates and follows up on outstanding PASs. Review completed PASs and initiates appropriate actions on the PAS forms or flags questionable or unsatisfactory PASs and routes to the HRD or DHRO. [1][2]
3. Processes personnel transactions of moderate complexity which include termination of emergency hires, leaves without pay, pay increases, and changes in in employment, medical, pay differences, terminations, etc. Gathers additional employee and/or employment data from other government agencies/jurisdictions to assure accuracy of employee transactions being processed. [1][2]
4. Keeps abreast of revisions of DHRD Rules and Regulations and contractual provisions relating to personnel transactions. [1][2]

C. Recruitment

10%

1. As necessary, assists applicants with moderately complex questions pertaining to application forms and the recruitment process. [1][2]
2. Prepares all required human resources forms for recruitment, selections, onboarding, and post-hire actions and documents. [1][2]

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3. Assist HRS in job recruitment conducted with employment service companies, universities, etc. for applicant referrals for exempt and/or internship opportunities. [1][2]
4. Assists the HRS with activities regarding onboarding documents reviews. [1][2]
5. Assist the HRS with reduction-in-force (RIF) activities that involve Law Enforcement employees, etc. [1][2]

D. Training and Development

10%

1. Reviews and transmits appropriate training announcements in and outside of the department. [1]
2. Screen training requests to determine the need and benefit of training against the employee's position duties and responsibilities and to ensure that eligibility requirements are met for the selected training. Maintains the department training records and roster [1]
3. Makes appropriate distribution of in-service and out-service training requests/approvals and keep informed of the status of pending items. [1][2]
4. Keep track of employee training logs and reminds employees of re-training when necessary. [1]

E. Other Duties as Assigned

10%

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No. 124848

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B. Nature of Supervisory Control Exercised Over the Work:

Instructions Provided

Instructions are limited to general guidance and direction to specification of priorities and the results expected. The employee is required to plan and carry out the necessary work activities independently.

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Assistance Provided

The employee works independently with minimal supervision and may seek assistance from the supervisor with issues or problems that are beyond the employee's control.

Review of Work

The supervisor ensures that deadlines are met, the rate of production acceptable, and that tasks are complete.

C. Nature of Available Guidelines Controlling the Work:

1. Policy and Procedural guides Available

Personnel laws, rules, regulations, policies, and procedures; Collective Bargaining Contracts; other State and Federal laws, rules, regulations and Executive and departmental policies and procedures.

2. Use of Guidelines

Procedural guidelines, just above, cover technical aspects of the work. The employee is expected to know and apply such guidelines that are pertinent to the personnel field.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

The employee must have thorough and comprehensive knowledge of pertinent Federal, State, and/or departmental policies, procedures, and regulations, Collective Bargaining Unit contracts, etc.

B. Skills/Abilities:

The employee must be able to research rules, regulations, policies, Collective Bargaining Unit Contracts, precedent cases, etc. and exercise judgment in selecting the more appropriate guideline(s) as the basis of the action.

C. Education:

Graduation from high school.

D. Experience:

General Experience: One (1) year of progressively responsible general office clerical experience.

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Specialized Experience: Two (2) years of experience in an office where the work required the knowledge and application of pertinent human resources rules, regulations, procedures, and program requirements.

E. Required Licenses, Certificates, etc.:

N/A

VI. TOOLS, EQUIPMENT & MACHINES

Personal computer and peripheral equipment/software, calculator, copying machine, fax machine, and other office machines, equipment, and tools.

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