

# City of Iowa City

## EXTERNAL POSITION VACANCY ANNOUNCEMENT

August 23, 2010

### PERSONNEL ASSISTANT

#### Human Resources Division

One permanent full-time position available

Salary range: \$40,352.00 – \$59,176.00

Hours: Monday – Friday, 8AM – 5PM

Provides personnel support to departments, divisions and employees including training, hiring, contract administration and benefits. Answers questions regarding applicant procedures from employees and the general public. Provides information to employees and staff regarding personnel policies, federal regulations, and labor contracts. Writes and updates memos, interview formats, job descriptions and a variety of applicant and employee correspondence. Coordinates annual employee special events. Maintains employee enrollment in benefit plans (health, dental, Cobra, flex plan), assists employees with benefit issues/changes, and reconciles billing as appropriate. Processes bi-weekly flex claims and coordinates annual flex plan enrollment. Answers questions regarding benefits and follows up with employees to ensure all required enrollment forms are completed and returned. Maintains random selection drug and alcohol testing database and coordinates required tests. Approves University of Iowa work study timesheets for all students; reconciles University of Iowa work study billing and sends payment in timely manner. Monitors employment practices for compliance with internal policies and employment law. Completes and compiles individual employee information and files including employment verification forms and EEO reports. Prepares division-related reports as directed.

Cross-trains and provides coverage for Personnel Assistant responsible for the following: Writes and schedules employment advertisements, writes and distributes job postings, updates JOBLINE and website. Screens applications to determine applicants' qualifications; assists with recruitment. Processes new hires including background checks, and schedules, administers, accounts and determines compliance for employment-related testing including physicals, driver's license checks, and drug and alcohol testing. Conducts employee orientation sessions for new permanent employees, including signing up employees for benefits. Opens mail and receives application materials and correspondence. Assigns individuals to community service work throughout the City. Maintains proximity card program for employees; takes employee photographs; makes employee ID badges. Performs other related duties as assigned.

#### **Minimum education, experience and certification**

An associate's degree from a DOE recognized accreditation body or equivalent experience in a human resources department with public and/or employee contact required. Bachelor's degree in human resources or equivalent from a DOE recognized accreditation body preferred and may substitute for part of experience requirement. Three years of related experience and/or training is preferred.

**City of Iowa City application** must be received by **5PM, Friday, September 3, 2010**, in Personnel, 410 E. Washington Street, Iowa City, Iowa 52240.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an equal opportunity employer, supports workforce diversity and is a supporter of the Skills Advantage Work Ready Certificate program.

**City employees applying for this position must complete an internal employee transfer request form. Please request this form when applying.**

For current job openings available to the public,  
call JOBLINE at 319-356-5021 or visit [www.icgov.org](http://www.icgov.org)