

CITY OF CHATTANOOGA

Classification Specification Title: Personnel Assistant

Department: Community Development

Pay Grade: GS.04

Supervision Received From: Finance Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

**Revision Dates: 4/3/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting the public, employees and/or other customers with personnel related activities including employment, benefits and payroll. Duties include acting as primary department contact for personnel related issues; entering employee information into databases including payroll and leave; tracking employee personal leave and providing reports to employees and managers; initiating and processing employee status changes; maintaining employee personnel files and preparing and monitoring requisitions for vacant positions. May be located within the City's Personnel Department or in departments throughout the City. Work is performed with moderate supervision.

SERIES LEVEL: The Personnel Assistant is the first level of a four level human resources series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Responds to requests for information from employees and/or the general public over the phone, in person and via email regarding a variety of Personnel programs, job opportunities, and/or other related information.

Prepares and maintains payroll-related records and related documentation which includes preparing employee time sheets; reviewing worksheets for adjustments; calculating, totaling and editing time sheets; reconciling timesheet errors; entering data into payroll systems; recording overtime and compensatory time; completing final payroll reports and submitting for check processing; sorting and distributing payroll checks; responding to issues concerning payroll; updating salary information and changes and performing other related activities.

Maintains employee personal leave information; monitors use of personal leave, military leave and other forms of leave; retrieves and disseminates personal leave balance records to employees. Enters a variety of information into databases; enters and retrieves a variety of employee-related information and data from applicable databases; compiles data and prepares related reports and maintains related information.

Prepares, processes, maintains and disseminates a variety of personnel records, documents, files, logs, rosters, applicants, benefits changes, employee status changes, forms, correspondence and/or other related personnel information. Participates in formulating procedures for the retention, protection, retrieval, transfer and disposal of personnel forms, payroll records, and related documentation; implements records retention procedures.

Participates in/on a variety of meetings, workshops, training sessions and/or other related group activities in order to receive and convey information.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year related personnel experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of customer service principles; modern office procedures; modern office equipment; basic mathematical concepts and basic human resources principles and practices. Skill in using a computer and related software applications; providing customer service; performing mathematical calculations; handling multiple tasks simultaneously; preparing, maintaining and disseminating a variety of records; reviewing information for accuracy and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.