

**FITZMAURICE COMMUNITY SERVICES, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Human Resource Assistant II

**POSITION TYPE:** Administration

**REPORTS TO:** Human Resource Generalist/ Executive Vice President/CEO

**DIRECTLY SUPERVISES:** N/A

**GENERAL SUMMARY:**

The Human Resource Assistant provides support to the Human Resource Generalist in the operations of the Human Resource Department.

**ESSENTIAL FUNCTIONS:**

- Partner with HR Team to support and administer HR processes.
- Coordinates and submits agency job postings to staff, programs and web administrator.
- Support the Talent Acquisition team by preparing offer letters, and managing the pre-employment screening process.
- Update/maintain New Employee training books for Directors and Executive team.
- Assists HR Generalist with Orientation and other HR trainings.
- Responds to employment verifications.
- Maintain HR records both hard copy and in HRIS (ABRA) system, ensuring all appropriate systems accurately reflect data.
- Provide issue resolution for benefit related topics and escalate the HR Generalist as needed.
- Creates Reports for tracking of New Employees.
- Maintains assessment programs and quarterly reports.
- Follows Policy to ensure all information remains strictly confidential.
- Performs necessary clerical function (correspondence, filing, faxing, etc).
- Performs and assists with other duties/projects as assigned.
- Develops, initiates, maintains policies for general operation of Compliance Program.
- Performs all required compliance checks required by Federal and Government Agencies for new employees, sub-contractors and vendors.
- Works with the HR to maintain effective compliance training programs: new employee orientation, annual training & managers training.
- Institutes and maintains compliance communication program including promoting a) use of the Compliance Hotline b) awareness of Standards of Conduct c) understanding of new and existing compliance issues related to company policies and procedures.

- Responds to alleged violations of rules, regulations, policies, procedures and Standards of conduct by appropriately evaluating, investigating and resolving any compliance issue.
- Maintain all documentation for Compliance Department such as Compliance files, Monthly Medi-Check list, Quarterly Compliance Meeting, Meeting Notes, and Quarterly Board of Director Reports.

#### **QUALIFICATION STANDARDS:**

- Great attention to detail and a high level of professionalism.
- Ability to interact and interface with employees at all levels of the organization.
- Demonstrated ability to work well under pressure, handle interruption and adjust priorities.
- Strong organizational, analytical and problem solving skills.
- Must be able to maintain confidentiality in daily operations.

#### **JOB REQUIREMENTS:**

- An Associate degree in Business Administration/Human Resources Management  
OR
- High School Diploma or equivalent required with
- Two–three years Human Resources experience, OR
- Any similar combination of education and experience.
- Valid Drivers License.