



To reach the pinnacle in our field, we must provide superior service to our clients, and this means employing the best people. As a member of the Zumbro House team, you are critical to our success. Through your dedication and performance, we can reach our goal of being the premier provider of services for individuals with developmental disabilities, mental illness, and high supervision needs.

Zumbro House, Inc. strives to create an exciting, challenging, and rewarding work environment that allows you to flourish. We want you to build a long and successful association with Zumbro House, Inc. and be a happy and productive member of our team. Through your dedication, creativity, perseverance, and efforts, our company will continue to grow and excel, and the clients we serve will continue to live happy, productive lives in the community. Although we certainly value previous experience in the field, we prefer to hire bright and caring individuals who are motivated to help others lead successful lives in the community.

**Job Title:** Human Resource Assistant

**Reports To:** Director of Human Resources

**FLSA Classification:** Non-exempt

**Revision Date:** December 23, 2020

#### **Job Overview**

Performs onboarding of all new hires, coordination of orientation process with the payroll department, records and database maintenance, and manages the termination process. Leads responsibility for Federal and State employment compliance including I-9 and wage theft notification. Provide support to the Director of HR and senior management team.

#### **Essential Duties and Responsibilities**

- Completes employee on-boarding in conjunction with the Payroll Department.
- Verifies all I-9 documentation to ensure compliance with all State and Federal Guidelines.
- Electronically process new hires and terminations into the ADP system.
- Process terminations and EHR DB removal as required.
- Authenticate spreadsheet entries for new hires on behalf of the Payroll department.
- Process new hires into the current electronic health records system, process transfers, and remove access as needed.
- Ensure all current and terminated employee files contain the required paperwork before uploading to ADP.
- Reach out to new 401-K participants concerning program enrollment and send packets out to employees for review and potential participation.
- Respond to requests from Corporate and outlying communities as it applies to Company policies and procedures.
- Field calls from current and former employees, answer questions, and disseminate information as needed.
- Attend departmental meetings and provide input and/or recommendations as needed.
- Utilize ADP and EmailMeForms for unemployment claim information.
- Research problematic areas or issues, provide recommendations to HR Director and/or Recruiting/Training Manager and disseminate findings as needed.
- Completes end-of-year projects as required.

12/23/2020



- Delivers direct support to the HR Director and other Company managers as needed.
- Recommend suggestions and/or updates to current systems or procedures for process improvements.
- Execute special projects for Management staff, including research and presentation of findings based on project specifics.
- Aptitude to handle sensitive and confidential information.

**Required Skills/ Abilities**

- Exceptional customer service skills/interpersonal skills with all staff/employees.
- Verbal and written communication skills
- Excellent organizational skills and ability to excel at detail management, multi-tasking, and working under pressure of deadlines.
- Ability to operate personal computer and various software applications including Word and Excel.
- Ability to pass background study and maintain background clearance.

**Education and Experience**

- High School diploma required. Additional education is preferred.
- Experience in Human Services field is preferred
- Minimum of one year office administrative support experience is preferred.

*Because of the broad nature of this position, this job description is not intended to be inclusive of all job requirements and responsibilities. The Human Resource Assistant is expected to perform other job related duties as assigned.*

I understand that my employment is probationary for 90 days following the date of hire.

***I understand and agree to perform all tasks documented in this job description.***

\_\_\_\_\_  
Employee Name (please print clearly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature