

POSITION TITLE: Executive Assistant

FLSA CODE: Exempt

EEO CLASSIFICATION: First/Mid-Level Officials and Managers

JOB OBJECTIVES/PURPOSE STATEMENT

The Executive Assistant will assist the Chief Fiscal Officer and Human Resource Department with complex and specialized administrative tasks including maintaining calendared timelines for business operations, staff recruitment, correspondence management for recruitment, leave administration, HR processes and strategic planning, managing, and overseeing records, and generating reports.

ESSENTIAL FUNCTIONS

- Serve as the initial point of contact for general internal and external HR inquiries; more complex questions to appropriate senior-level HR staff or management.
- Work directly with CFO on scheduling and maintaining calendars, coordinating reports due to ED and committees, and follow up to ensure all tasks are completed timely.
- Manage the recruiting calendar and complete job postings, resume collection, and first pass review.
- Create and maintain personnel and benefits files and records preserving confidentiality of documents. Verify payroll and benefits entry into the HRIS system against HR files. Provide hire data to Payroll Administrator.
- Conduct or acquire background checks and employee eligibility verifications.
- Schedule and assist with new hire orientation.
- Coordinate and manage temporary staffing for managers, maintain relationships with staffing agencies.
- Manage FMLA leave and other leave requests which may include accommodation requests under the ADA.
- Administer the time and attendance system including processes, procedures, troubleshoot system issues and provide system support.
- Assist with benefit eligibility, open enrollment, administration and planning.
- Coordinate and participates in appointed committee meetings including but not limited to staff training cadres, All-Staff Meetings, and Skills Assessment Trainings.
- Collect and maintain records of staff professional development, staff union release time, and staff appraisals.
- Provide administrative support services (i.e., arrange meetings, travel arrangements, process invoices, etc.).
- Prepare confidential and non-confidential documents, reports, minutes, and correspondence, protecting the integrity of materials.
- Coordinate activities and meetings related to the administration of labor agreements with OEA staff unions; ensure the execution of contractual obligations including work team assignments, mandatory overtime, and union meetings.
- Prepare needed information for bargaining in collaboration with the Management Bargaining Team.
- Assist in the preparation of an annual budget and in monitoring expenses on a regular basis.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Perform other duties, as assigned.

QUALIFICATIONS (PURPOSE SPECIFICATIONS)

Education, Experience and Training:

- Bachelor's degree in human resource management, business, or related field (preferred) or equivalent experience
- Five (5) or more years of work experience with increasing responsibilities working with senior level management, preferably in the field of human resources
- Experience in a union environment and FMLA/leave administration preferred

Required Knowledge, Skills, Ability:

- General knowledge of human resources management practices, principles and processes (e.g., recruitment, onboarding, benefits, leave administration, employment laws, contract administration, etc.)
- Knowledge of human resource information systems and use of technology to support HR activities
- Knowledge of employee records management including confidential and personal information and organizational documentation requirements
- Knowledge of HR ethics and professional standards and skill in exercising discretion in a confidential capacity about policies and their implementation
- Effective skills in analytical and problem-solving;
- Proficiency in using technology to support HR activities; computer skills and relevant software including Microsoft Office, Excel, and the Internet.
- Outstanding administrative and organization skills with demonstrated ability to multitask and recognize established priorities. Evidence of a commitment to excellence in all areas.
- Demonstrated excellent communication skills, both oral and written communication.
- Strong project management skills and ability to concurrently prioritize and oversee complex and sensitive projects.
- Skill and ability to prepare concise and accurate written communications; prepare documents and complete work assignments; set up and maintain database files; utilize time management techniques to organize and prioritize work; exercise analytical and independent judgment.
- Ability to keep and/or to supervise the keeping of complex records; assemble and organize data of complex nature and to prepare and submit required reports from such records.
- Ability to exercise considerable discretion and independent judgment and take initiative while handling administrative tasks.
- Ability to negotiate conflict and maintain constructive working relationships with people at all levels both inside and outside the organization; and, to work flexible and/or extended hours.
- Position may require occasional in-state travel to carry out essential functions.

Physical Requirements:

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment, and other duties as assigned.
- This position is a high-level staff position whose primary duty consists of the performance of office work directly related to the management of OEA and is not a production position.

AUTHORITY AND RELATIONSHIPS

A confidential exempt position reporting to the Director of Human Resources and works in collaboration with the Business Services Team.

OTHER INFORMATION

Salary is commensurate with experience. Fringe benefits include paid vacation, sick leave, health insurance, paid holidays, and retirement plans, including 401 (k). This position is exempt from the

bargaining unit.

For consideration, please submit a letter of interest and resume to OEA Human Resources, hr@ohea.org by the close of business September 24, 2021.

The OEA is an Equal Opportunity/Affirmative Action Employer.