



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Human Resource Assistant 2

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$37,986.00 - \$57,233.00 Annually

JOB TYPE: Civil Service Permanent Full-Time

DEPARTMENT: State Employees' Retirement System

LOCATION: Dauphin County

OPENING DATE: 08/29/18

CLOSING DATE: 09/13/18 11:59 PM

JOB CODE: 05630

POSITION NUMBER: 50261829

UNION: Management

BARGAINING UNIT: A3

PAY GROUP: ST05

BUREAU/DIVISION CODE: 1006

BUREAU/DIVISION: SERS Human Resources

WORKSITE ADDRESS: 30 North Third Street

CITY: Harrisburg, PA

ZIP CODE: 17101

CONTACT NAME: Jim Ditty

CONTACT PHONE: 717-237-0395

CONTACT EMAIL: jameditty@pa.gov

THE POSITION:



GENERAL INFORMATION

This opportunity has been posted to both the internal job postings [page](#) and the commonwealth's main employment [page](#). If you are a current or former commonwealth employee, you may want to apply to both the internal posting (bid) and external posting (civil service list).

Work hours:

- Option 1: 8:00 a.m. – 4:30 p.m., lunch 11:30 a.m. – 12:30 p.m.
- Option 2: 8:30 a.m. – 4:30 p.m., lunch 11:30 a.m. – 12:00 p.m.

Supervisor: Katie Mathews, HR Director

POSITION PURPOSE

This position performs a variety of clerical and technical HR duties associated with several personnel areas including time and attendance, transactions, and recruitment and placement activities, as well as functions as the first point of contact in the division.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS

- Interprets and applies HR principles and techniques in completion of tasks.
- Completes transactions in SAP.
- Communicates effectively orally and in writing.
- Prepares letters and reports.
- Uses and maintains office equipment such as printers, multifunction machine, faxes, scanners, computers, and phones.
- Greets and assists visitors.
- Answers incoming phone calls, responding to inquiries or routing to appropriate personnel.
- Processes incoming and outgoing mail.
- Conducts research
- Gathers and analyzes data from a variety of sources

RESPONSIBILITIES

TIME AND ATTENDANCE

- Serves as the agency time administrator and is accountable for all attendances and absences and the analysis and resolution of all issues.
 - Provides technical assistance, training, and policy interpretation to supervisors and employees.
 - Performs checklist actions for all incoming employees.
 - Provides leave payout estimates upon employee request.
 - Performs separation checklist actions for all outgoing employees.
 - Performs the on-going monitoring process and conducts annual and periodic leave audits to insure uniform application of established leave policies and procedures, correctness of records and required documentation.
 - Reviews reports of audit findings and ensures resolution of indicated discrepancies.
 - Maintains and processes seniority records which includes performing calculations and data input to update records.
 - Researches and processes adjustments to service credit, leave balance, personal leave accrual, and reinstatement of sick leave.
 - Inputs data, monitors, researches, and resolves errors, and runs reports for overtime, TWOC, FMLA leave, and other employee issues.
 - Ensures all paid office closings are accurately reflected for employees working overtime or out of class.
 - Researches and resolves payroll issues and discrepancies.
 - Functions as the FMLA liaison with the Office of Administration.
- #### **TRANSACTIONS**
- Keeps abreast of new and revised policies and procedures for the SAP system.

- Reviews PARs for completeness and accuracy before sending them to the HR Office Director for review or submitting them to the HR Service Center for processing. Ensures that employee and position actions are accurate prior to being submitted to the HR Service Center.
- Reviews all transactions completed by the HR Service Center to ensure accuracy. This requires a working knowledge of the SAP system.
- Reviews letters prepared by the HR Service Center for SERS employees in relation to appointments, promotions, reassignments, transfers, and demotions.
- Resolves all transaction/letter errors with the HR Service Center.
- Monitors and tracks all PARs to ensure timely processing.
- Provides technical assistance, training, and policy interpretation on the use of the SAP system and completion of the PAR document.
- Reclassifies vacant positions in SAP.
- Changes reporting relationships in SAP.
- Initiates PARs and SERS' SARALite forms.

PERFORMANCE MANAGEMENT

- Administers timely completion of annual, interim, and end-of-probation Employee Performance Reviews (EPRs) for the agency in accordance with Management Directive 540.7 - Performance Management Program.
- Sends EPR and Progress Review forms to supervisors along with alerts and reminders that annual/interim/end-of-probation EPRs or Progress Reviews are due.
- Tracks EPR and Progress Review completion based on the earliest signature date; follows up with supervisors until all forms are completed and submitted.
- Provides real-time status of EPR completion rates upon request of the HR Director or Executive Director.
- Prepares the annual EPR Completion and Timeliness Report for HR Director review in time for the report to be submitted to the Office of Administration no later than April 1 (or the closest business day before April 1) of each year.
- Completes PARs for end-of-probation and sends to the resource account.
- Forwards completed EPRs and Progress Reviews to HR Analyst 3 (Training) for analysis.
- Files EPRs in corresponding electronic Official Personnel File (eOPF).
- Performs eOPF Purge of EPRs older than 3 years during annual review cycle, notifying employees of six-month print window and manually deleting purged items when six-month window is complete.

STAFFING

- Uses the HRISD Legacy system and SAP to run employment histories.
- Prepares and mails a variety of recruitment related letters.
- Assists the SERS' Recruitment Officer in the distribution of information on intern programs and SERS jobs to various universities and organizations.
- Processes separations (resignation/retirement) including PAR initiation, supervisor/employee checklist emails, retirement code determination, executive office notification with employment history if needed, SERS Intranet update notification, HR staff notification, eOPF certification, EPR tracking updates, request of interim EPRs as needed, SARALite initiation, transaction letter review and distribution, and time & attendance actions as noted above
- Completes official personnel file (OPF) reviews on potential hires as requested by the staffing specialist.
- Schedules, obtains, and uploads photos for SERS Intranet organization chart(s) including SERS employees, contractors, and temporary staff.

HR DIVISION SUPPORT

- Serves as the HR Content Administrator. This involves the preparation, design, and format of documents, and the placement of human resources documents on the HR section of the Intranet and Internet. Monitors SERS' Intranet and updates documents and links as needed.
- Maintains eOPFs in SAP; this includes scanning and uploading documents, reviewing for accuracy and appropriateness for the eOPF, and purging outdated materials per records management schedules as needed. Serves as the agency eOPF coordinator to send and receive materials to and from other agencies as well as granting access as required.
- Maintains Emergency Contact list and database.
- Generates, distributes, and responds to letters/memos regarding new-hire background check requests. Updates Background Check database on secure drive once reports returned from OSIG. Maintains inventory of forms required for each of three levels.
- Processes, approves, and maintains supplementary employment requests.
- Maintains SERS' training library.
- Creates and runs reports using Microsoft Excel and Access.
- Takes minutes at the HR weekly staff meetings, types minutes, and distributes.
- Prepares letters, memoranda, mailings, narrative and statistical reports, meeting agendas, charts, etc., using word processing database, spreadsheet, and graphical software packages in a Windows environment.
- Assists with content development and proofreading of HR-issued newsletters.
- Serves as initial contact person for all incoming documents, processes, and inquiries, both verbally and in writing.
- Functions as the Division receptionist and answers inquiries both in person and via the telephone from both agency and non-agency employees. Assists employees with questions and issues by researching Management Directives, Executive Orders, etc., in order to respond to inquiries.
- Photocopies a variety of material and/or arranges appropriate duplicating services with the Operations Division.
- Designs and prepares routine and ad hoc reports from databases and provides to requester.
- Proofreads various reports, memos, letters, etc. for grammar, punctuation, and content. Makes recommendations for revision or corrects documents.
- Tracks agency activity in the Online Position Description application. Reviews the position descriptions and deletes outdated submissions.
- Posts, maintains, and distributes to field offices mandatory bulletin board postings including required personnel policies and procedures. Posts seniority reports.
- Maintains most recent copies of Workers' Compensation panel providers per county. Distributes and/or posts appropriate county updates to field offices and central office bulletin boards.
- Establishes, maintains, updates, and purges Division files.
- Opens, date stamps, sorts, reviews, and distributes all incoming mail to appropriate division personnel. Arranges handling of outgoing mail including special packaging or delivery needs.
- Prepares and submits appropriate documents to purchase supplies, equipment, and related publications as requested/needed. Maintains inventory of supplies for the office and replenishes stock before it is depleted.
- Ensures office equipment is in proper working order and arranges for maintenance/repair as needed.
- Prepares Travel Expense Vouchers and makes travel arrangements, as necessary.
- Documents and monitors monthly spending reports.

- Renews staff memberships and subscriptions.
- Documents and updates HR processes.
- Performs special projects and research assignments as requested.
- Performs related duties as required.

DECISION MAKING

This position works independently and makes decisions for areas of responsibility. More sensitive and complex issues are brought to the supervisor's attention. This position takes initiative to anticipate and handle the next steps for areas of responsibility.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

MINIMUM EXPERIENCE AND TRAINING

You must meet the minimum experience and training for the job title.

One year of experience as a Human Resource Assistant 1; **or** Two years of clerical or other comparable experience, one year of which involved performance of limited technical duties in the field of human resource work; **or** An equivalent combination of experience and training.

PA RESIDENCY

Pennsylvania residence is required.

RECRUITMENT METHODS

You must be eligible for selection in accordance with civil service rules. Applicants must meet one of the following methods to be considered for this vacancy.

- Civil Service Lists
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- Promotion Without Exam (PWOE)
 - Promotion provisions are/are not subject to the collective bargaining agreement or memorandum of understanding.
 - You must have or have held regular civil service status in one of the following classifications:
 - Human Resource Assistant 1 (05620)
 - Clerk Typist 3 (00230)
 - Or have held regular civil service status in a pay range ST04 (or equivalent) position for which the appointing authority can establish a logical, occupational functional, or career developmental relationship to the higher position.
 - You must meet meritorious service criteria defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of this posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
 - You must meet seniority criteria defined as a minimum of one year in the next lower class(es) by the posting close date.

APPLY

The following material must be submitted with the online application.

- Resume
- Employee performance review: most recent regular or probationary review or indicate that one is not available
- Letter (voluntary demotion only): indicate you will accept the appropriate reduction in pay

Applicants should apply online. Visit www.employment.pa.gov. Click on the Open Jobs tile. From the Menu in the upper left corner of the screen, select the PA Internal Job Postings link. Open the relevant job announcement and from within the announcement, click the green Apply button. Use the point of

contact listed above if you are unable to apply online and require assistance with an alternate application method.

Failure to comply with the above application requirements will eliminate you from consideration for this position. Please use the contact information provided for assistance.

You can [track the status](#) of current SERS openings from the Jobs page of the SERS website.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #2018-24522
HUMAN RESOURCE ASSISTANT 2
JD

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

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