

**JOB DESCRIPTION**

**HUMAN RESOURCES INTERN**

**POSITION SUMMARY**

The Human Resources Intern will assist the City of Pittsburg’s Human Resources Department in all aspects. They will provide quality HR compliance and administrative support to the HR team and clients and are responsible for maintaining satisfied clients by delivering assistance and support. The Intern will report directly to the Human Resources Manager, but will also assist the Human Resources Director and Human Resources Representative. This is an non-paid position for University class credit.

**DUTIES AND RESPONSIBILITIES**

* Responsible for day to day operations of the HR department including applicant tracking, personnel file updates, benefits bill audits and record keeping
* Assist in planning employee engagement events such as Employee Appreciation Week, cookouts, birthday parties and monthly newsletters
* Work with department managers to list job postings, facilitate interview and onboarding processes, conduct reference checks, prepare job offers and process new hire documentation
* Manage new hire pay changes, promotions, benefits enrollment and terminations with ADP Payroll Systems
* Prepare Word, Excel, and PowerPoint documents
* Proofread HR documents including audits, marketing information, and handbooks
* Coordinate candidate interviews and notifications, physicals, and testing
* Maintain a satisfied level of customer service with clients, both internal and external, by properly handling requests through responsiveness and follow up
* Openly share new ideas and information with team members
* Conduct orientation for seasonal workers

**POSITION COMPETENCIES**

* Ability to write and type legibly using proper sentence structure, grammar, punctuation, and spelling in the English language.
* Personable, able to comfortably and pleasantly deal with a variety of people
* Strong customer service skills

**Department:** Human Resources **Classification/FLSA:** Part Time

**Location:** City Hall  **Reports To:** Human Resources Manager

**Supervises:** N/A  **Salary Range:** Non-paid

**Benefits:** Per City Handbook **Travel:** Local areas as needed

**Date Written/Revised:** 09/05/2019

**HUMAN RESOURCES INTERN continued**

**POSITION COMPETENCIES continued**

* Problem solving capabilities necessary to accomplish the duties and responsibilities
* Organizational and planning skills
* Ability to effectively learn and acquire new knowledge and skills
* Ability to share knowledge and work in a strong team-oriented environment
* Proficient in Microsoft Office programs

**EDUCATION**

* High school diploma or GED
* Currently enrolled at a University
* Bilingual (Spanish) is a plus

**PHYSICAL DEMANDS**

Must possess mobility to work in an office setting and use standard office equipment, including a computer; operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed. May occasionally bend, stoop, kneel, reach push, and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**WORKING CONDITIONS**

Work is performed in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

The City of Pittsburg is an Equal Opportunity Employer