

The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* for one or more positions of **Human Resources Assistant**. This is a Non-Represented position and is contingent upon budget approval.

**Position:** Human Resources Assistant

**Posting Period:** April 13, 2023 through April 28, 2023

**Salary:** \$49,673.85 to \$62,092.31 Annum (Pay Grade 913)

**Union Affiliation:** This is a Non-Represented Position

**Reports To:** Chief of Human Resources

**Summary of Position:**

Under the supervision of senior human resources staff, the Human Resources Assistant coordinates a variety of duties in support of the Office of Human Resources, with a concentrated focus on recruitment ensuring all recruitment procedures run smoothly.

**Essential Duties and Responsibilities:**

- Assists and participates in all phases of the recruitment process, including but not limited, to data entry, preparing all recruitment paperwork, scheduling interviews, schedule pre-employment testing and physical, contact professional and employment references, selection, correspondence, and onboarding;
- Participates in all on-site recruitment events. Must be available for offsite recruitment events as scheduled;
- Provides applicants with general employment information; receives employment applications taking copies of all required pertinent documents;
- Timely data entry of employment applications; including review of employment applications to identify the presence/absence of minimum qualifications; update recruitment databases spreadsheets daily as needed;
- Outreach to applicants to schedule employment interviews;
- Timely contact of potential new hire professional and employment references prior to onboarding;
- Prepare and update as needed new employee orientation packages and assembles new hire personnel records;
- Conduct new hire orientation, providing new employees with pertinent information and responses to questions; collecting all required signed documentation needed to create personnel files;
- To utilize electronic equipment, computer software, automated databases and related technology and equipment to process and maintain applicant, employee and termination employee files;
- Assists in maintaining confidential personnel and medical files for active and non-active employees;
- Responsible for greeting and admitting staff/visitors to the department, answering and processing all incoming telephone calls and general inquires;
- Responsible for scheduling fit for duty exams;
- Responds to routine employment inquires;
- Receives, sorts and distributes all incoming departmental mail, and assists in the coordination of outgoing mail ensuring timeliness of such;
- Performs ancillary functions and other related duties as assigned.

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

### **Qualification Requirements and Selection Process:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- Must possess excellent organizational skills, attention to detail, and follow-through skills;
- Must be proficient with computer software programs including, but not limited to, Microsoft Word, Excel, Outlook and Power Point;
- Good writing skills are required;
- Familiarity with all federal and state Human Resources laws and regulations required;
- Must be able to interact with all customer groups in a positive manner. Bilingual Spanish preferred.
- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written skills assessment;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA a copy of any required licensure and/or certifications needed to perform job functions prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form.

### **Education:**

Associate's degree supplemented by courses in Human Resources Management. SHRM Designation Preferred.

### **Experience:**

Three to five years' experience in Human Resources setting administering programs and services or a demonstrated history of transferable work skills.

**OR:** any combination of education and experience that shall be substantially equivalent to the above education and experience.

### **Independent Action:**

Performs semi-independently in accordance within regulatory mandates, and departmental policies and procedures; refers specific problems to other appropriate individuals.

### **Supervisory Responsibility:**

None

**Interested applicants should visit [www.ripta.com/careers](http://www.ripta.com/careers) to submit their cover letter, resume, certification copies and RIPTA employment application; to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email to [jobs@ripta.com](mailto:jobs@ripta.com) no later than Friday, April 28, 2023. Telephone calls regarding application status will not be accepted.**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.