

**TITLE:** Information Officer I (Human Resources Assistant)

**LOCATION:** New England Interstate Water Pollution Control Commission, Boott Mills South, 116 John Street, Lowell, MA 01852

**SALARY:** Grade and Step depends on experience and qualifications

**ADDITIONAL INFORMATION:** As the position is part-time, benefits are not provided with the exception of Social Security, unemployment and workers' compensation insurance. This position requires the incumbent to work 20 hours per week.

**BACKGROUND INFORMATION:** The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water-related pollution control efforts among all the New England states and New York state.

**SUPERVISORY CONTROLS:** Incumbent operates under the general supervision of the Human Resources Manager who provides instruction on new work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the Human Resources Manager.

**JOB SUMMARY:** As one of six-congressionally authorized Water Pollution Control Commissions in the United States, NEIWPC provides its employees a unique culture. While being a dynamic organization with employees throughout the compact-member states, NEI has maintained the comfort of a small organization, providing a friendly, close-knit work environment. Provide support in functional areas of the Human Resources area, including recruitment and employment, personnel records, employee and/or labor relations, benefits administration and training.

**DUTIES AND RESPONSIBILITIES:**

- Support recruitment activities by using Internet and print media to post new job openings. Post employment opportunities in appropriate locales.
- Administer applicant process including logging in applicants, sending response postcards, scheduling interviews, assembling hire packages and closing open position files. Maintain open position files including inventory for off-site storage. Work with Webmaster to keep employment listings up to date on NEIWPC website.
- Move applicant process forward including routing resumes, schedule interviews, draft hire letters, and prepare new hire packages. Draft termination letters and prepare termination packages.
- Administer new hire process including processing internal paperwork, input of data for e-verify, preparing materials for payroll, enrolling employees in benefits. Generate new hire packages and termination packages.
- Prepare and maintain employee personnel files according to federal and state regulations.
- Review and adjust employee insurance coverage as necessary. Update salaries in insurance databases, allocating expense to cost areas and preparing fringe reports for Accounting.
- Track Family and Medical Leaves, maintaining records. Request health plan premium invoices, when required.
- Maintain records for annual retirement census including tracking terminated vested participants. Administer enrollment and termination in retirement plans. Manage loan requests.

- Review and process invoices, gathering open enrollment materials and maintaining files.
- Administer flex plan activity including enrolling and terminating participants on-line and providing use reports to Accounting.
- Manage annual files, including preparation of new files and off-site storage inventory.
- Process and track returned annual performance appraisals.
- Manage employee database, including generation of reports.
- Assist with managing job description files.
- Other duties as assigned by supervisor.

## **RECOMMENDED QUALIFICATIONS:**

### **Education**

Bachelor's degree in human resources, business, education, communications or related field .

### **Experience**

Applicants must have at least:

- (A) Three years of full-time, or equivalent part-time, technical or professional experience in the field of Human Resources, of which:
- (B) At least one year must have been in a professional capacity, and of which;
- (C) Any equivalent combination of the required experience and the following substitutions:

### **Substitutions:**

1. An Associate's degree with a major in the field of Human Resources may be substituted for a maximum of one year of the required (A) experience.\*
  2. A Bachelor's degree with a major in the field of Human Resources may be substituted for a maximum of two years of the required (A) experience.\*
  3. A Graduate degree with a major in the field of Human Resources may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.\*
- NOTE: Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. Education substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

### **Special Knowledge and Skills:**

Ability to exercise discretion in handling confidential information and to exercise sound judgment.

Attention to detail and ability to maintain accurate records

Experience with MS Office Suite, including Access.

Excellent communication skills, both written and verbal

Ability to work independently, and as part of a team.

May require flexibility of hours