

**POSITION NOTICE**  
**Internal & External Posting**

**POSTING DATE:** February 10, 2021

**Job Title:**  
Human Resources Office Assistant

**Job Grade:**  
6

**Division:**  
Executive

**Reporting to (Job Title):**  
Director of Human Resources

**Location:**  
Fairbanks

**FLSA:** Regular, non-exempt, non-bargaining

**For an employment application, visit our website at:**  
<https://gvea.applicantpro.com/jobs/>

- Refer to the job description for further details regarding this position.
- In-house candidates are reminded to apply in accordance with ADM 3.7.
- Please contact the Human Resources Office for further inquiries.

<b>SALARY: Grade 6, \$23.20 hourly; DOE</b>
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<b>CLOSING DATE: February 24, 2020 5:00PM AKST</b>
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**GVEA conducts pre-employment, post-offer drug screening. Employment is contingent upon satisfactory completion of the drug screening.**

**GVEA is a Tobacco Free Campus.**

**GVEA is an Equal Opportunity Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.**



**Golden Valley Electric Association  
Job Description**

**Part I-General Information**

<b>Job Title:</b>	Human Resources Office Assistant	<b>Job Location:</b>	Fairbanks	<b>Hours:</b>	8 hours per day, 5 days per week. Additional hours as required.
<b>Report To:</b>	Director of Human Resources	<b>Pay Grade:</b>	6	<b>FLSA:</b>	Regular, non-exempt, non-bargaining.
<b>Reason for Job:</b>	Provide administrative support for the Human Resources Section. Serve as primary point of contact for members, customers and applicants entering the Operations Building and direct them to the appropriate sections.				

**Part II-Position Requirements**

Key Accountabilities	Essential Functions
Human Resources Section Support	<ul style="list-style-type: none"> <li>• Serve as front-line interface with applicants during recruitments. Assist applicants with employment inquiries. Direct applicants arriving for job interviews and testing.</li> <li>• Schedule applicant interviews.</li> <li>• Conduct reference checks on potential hires.</li> <li>• Coordinate new hire paperwork, drug testing, and skills assessment testing.</li> <li>• Serve as back-up for Oracle payroll data entry for HR (such as pay changes, status changes, benefit changes, 401(k) deferrals and loans, and terminations).</li> <li>• Conduct new hire orientations.</li> <li>• Upon recruitment close-out, notify affected candidates of non-selection via phone call or non-select letter as applicable.</li> <li>• Maintain employee file archives.</li> <li>• Provide GVIMS document scanning support for HR section. Assist with implementation of GVIMS records management program.</li> <li>• Serve on committees as appointed and appropriate.</li> </ul>
Office Support	<ul style="list-style-type: none"> <li>• Assist in performing clerical and administrative support to Human Resources staff including typing, filing, record maintenance and mail distribution.</li> <li>• Process accounts payable and credit card statements ensuring proper coding and that work orders are applied through the requisition process. Create requisitions and interface with Purchasing on requisitions and purchase orders.</li> <li>• Prepare required travel approvals, advanced per diem and process Special expense statements.</li> <li>• Arrange approved travel and training.</li> <li>• Schedule and coordinate appointments, conferences and assist in maintaining appropriate calendars.</li> <li>• Assist in WellRight employee maintenance (adding/removing) and tracking fitness reimbursement requests.</li> <li>• Assist Public Relations in coordination and planning of company activities.</li> <li>• Greet and assist employees, customers, applicants and members and direct them to the appropriate section.</li> </ul>
	<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>

**Part III-Job Specifications**

<p><b>EDUCATION:</b></p> <ul style="list-style-type: none"> <li>• High School diploma or the equivalent.</li> <li>• Associate degree or Bachelor's degree in Human Resources or Business preferred.</li> </ul>	<p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work independently with minimal supervision. Must be a self-starter.</li> <li>• Strong proficiency with Microsoft Office Suite including Word, Excel, Outlook, Access, PowerPoint and Web browsing programs.</li> <li>• Excellent oral and written communication skills.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Strong time management and organizational skills with attention to detail.</li> <li>• Ability to maintain confidential information.</li> <li>• Ability to handle multiple tasks effectively.</li> <li>• Thorough knowledge in operations of general office equipment.</li> <li>• Ability to maintain a cooperative, friendly attitude toward fellow employees, craft personnel, contractor staff and public.</li> <li>• Must be extremely dependable and able to report to work on time and on a regular basis.</li> </ul>
<b>CERTIFICATIONS/ LICENSES:</b> <ul style="list-style-type: none"> <li>• Valid Alaska drivers' license.</li> </ul>	<b>Work Environment:</b> <ul style="list-style-type: none"> <li>• Office environment.</li> </ul>
<b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Two years' experience in a related position.</li> <li>• Human Resources and payroll experience preferred.</li> <li>• Demonstrated records management experience in an electronic environment preferred.</li> <li>• Experience with Oracle software and SharePoint preferred.</li> </ul>	<b>PHYSICAL REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• See attachment 1.</li> </ul>
<b>DIRECT REPORTS TO THIS POSITION:</b> <ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	<b>ON-THE-JOB DEVELOPMENT REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Become knowledgeable of Association policies and procedures.</li> <li>• Become knowledgeable of organizational structure and client/member relationships.</li> <li>• Become knowledgeable in all applicable company and site safe work practices.</li> <li>• Continuously improve and upgrade computing skills and other applicable job skills.</li> <li>• Become knowledgeable of performance models and Division performance management goals.</li> </ul>
Updated as of 01/20/2021	
MANAGEMENT RESERVES THE RIGHT AT ANY TIME TO MODIFY JOB REQUIREMENTS AND ASSIGN OTHER DUTIES AND RESPONSIBILITIES AS DIRECTED OR HISTORICALLY PERFORMED.	

POSITION: \_\_\_\_\_

UPDATED: \_\_\_\_\_

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

Activity	N/A	NE	O	F	C
Sitting					
Walking					
Standing					
Running					
Bending or twisting					
Squatting or kneeling					
Reaching above shoulder level (i.e. awkward posture)					
Climbing (i.e. ladders)					
Driving cars, light duty trucks					
Driving heavy duty vehicles					
Using foot controls					
Repetitive motion of hands/fingers					
Grasping, gripping or pinching with hand(s), (i.e. high hand force)					
Moderate to High hand-arm vibration					
Lifting/carrying 10-25 pounds					
Lifting/carrying 26-50 pounds					
Heavy Lifting/carrying 51-74 pounds (more than 10 times per day)					
Heavy Lifting/ carrying 75 pounds or more (once per day or more)					
Awkward Lifting/carrying objects 25 lbs above shoulders, below knees or at arms length more than 25 times per day					
Frequent lifting (more than: 10 lbs , 2 times per min., 2 hrs + a day)					
Pushing/pulling					
Repeated impact (use of hand or knee as hammer more than 10 times per hour, more than 2 hours total per day)					
Highly repetitive motion (repeating the same motion with neck, shoulders, elbows, wrists or hands more than 2 hours per day)					
Work in or exposure to inclement weather					
Work in or exposure to cold water					
Exposure to dust, chemicals or fumes (indoor or outdoor air quality)					
Work / live in remote field sites					
Use of hazardous equipment (i.e. guns, chainsaws and explosives)					
Swimming/scuba diving					
Work at heights (i.e. towers, poles)					
Exposure to infection, germs or contagious diseases					
Exposure to blood, body fluid or potentially contaminated materials					
Exposure to needles or sharp instruments					
Use of hot equipment (i.e. ovens)					
Exposure to electrical current					
Seeing objects at a distance					
Seeing objects peripherally					
Seeing close work (i.e. typed print)					
Distinguishing colors					
Hearing conversations or sounds					
Hearing via radio or telephone					
Communicating through speech					
Communicating by writing and reading					
Distinguishing odors by smell					
Distinguishing tastes					
Exposure to wild/dangerous animals					
Exposure to insect bites or stings					
Work/travel in boat or small aircraft					
Exposure to aggressive/angry people					
Restraining/grappling with people					
Respiratory protection (negative pressure 1/2 face)					

POSITION: \_\_\_\_\_

UPDATED: \_\_\_\_\_

Activity	N/A	NE	O	F	C
Exposure to work in confined spaces					
Potential ergonomic caution areas (typical work activities that are foreseeable):					
Other:					

The preceding identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood-borne Pathogens Standards.

The following is a brief explanation of each rating given above:

- N/A - Not applicable or not required of the position.
- NE - Requirement is present but is not essential to the position.
- O - Occasional (up to 33% of the time) yet essential to the position. For example, a lifeguard swims only occasionally but it is essential that a lifeguard be able to swim.
- F - Frequent (34-66% of the time).
- C - Continuous (over 66% of the time).