

## **JOB ANNOUNCEMENT**

**POSITION:** Administrative Assistant - HR

**DIVISION:** Administration

**SALARY:**

**FLSA:** Non-Exempt

**POSTED:** February 20, 2017

**APPLICATION DEADLINE:** Until Filled

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### **SUMMARY:**

The Pittsburgh Water and Sewer Authority is seeking an innovative individual who can assist the Authority as an Administrative Assistant within the Human Resources department. This position will report directly to the Director of Human Resources and will serve as a point person and coordinator recruitment and benefit responsibilities. PWSA serves over 111,000 customers in the City of Pittsburgh. The Authority's annual operating budget exceeds \$185 Million, and it has over 250 employees. The Human Resources Assistant will coordinate internally with Authority managers when securing talent through the complete life cycle of recruitment. This position will also support any other administrative duties assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Primary focus is the support and maintenance of the Human Resource Management System (HRMS). Serves as a technical point-of-contact and assists subject matter experts with ensuring data integrity, testing of system changes, and report writing.
- This individual works closely with the Human Resources Specialist and is responsible for maintaining applicant tracking, employment verification, and clerical maintenance. Assist the Human Resources Specialist in the testing process.
- Performs new hire orientation. Provides employment verification via telephone and in writing completing a variety of forms i.e. Fannie Mae's, childcare.
- Participates in administrative staff meetings, workers compensation briefings, grievance meetings, personnel seminars and other meetings as required. Maintains and updates seniority lists for all union employees.
- Coordinates the processing of workers' compensation, unemployment, and short-term disability claims. Responsible for review and assuring accuracy of medical billing
- May coordinate semi-annual blood drives, drug testing and other special activities or any other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Good understanding of HR processes and data, including eligibility and enrollment rules, and benefit procedures.
- Some knowledge of HRMS database design, structure, functions and processes. Thorough knowledge of MS Excel, Word and PowerPoint.
- Effective organizational and interpersonal skills including written and verbal communication skills. Ability to maintain confidentiality.
- Extensive knowledge of general office procedures, practices, and equipment. Must have good working knowledge of applicable union contracts.

**KNOWLEDGE, SKILLS AND ABILITIES: (Continued)**

- General knowledge of federal and state laws relevant to Human Resources (FMLA, Worker's Comp, and Unemployment).
- Ability to establish and maintain accurate records and prepares reports and correspondence. Ability to communicate with employees.
- Ability to establish and maintain cooperative and constructive working relationships with management, associates, and the general public. Ability to perform duties with minimal direction

**GENERAL REQUIREMENTS:**

Applicant must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

**EDUCATION/EXPERIENCE REQUIREMENT:**

Bachelor's degree in public relations, management, engineering or science with a minimum of five+ (5) years' work experience (work with a water/wastewater authority will be considered a plus), or acceptable combination of education and experience.

**APPLICATIONS:** Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, Pa 15222 or via email to: HR@pgh2o.com

**An Equal Opportunity Employer**

*The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.*