

# SMOKIES LIFE CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: HUMAN RESOURCES ASSISTANT**

**PAYGRADE: 16**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist the organization's Human Resource Director with (personnel) matters in compliance with all labor laws, confidentiality requirements, and industry best practices,

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Manages timekeeping and payroll processing systems. Reviews timesheets; posts payroll entries, pay rates, payroll deductions, and other data in the computer system; processes payroll; calculates bonuses. Trains supervisors and administrative staff in the appropriate use and responsibilities for employee timekeeping.

Helps manage the personnel tracking system. Helps process personnel documentation; oversees the completion of new-hire documents; orients new and existing employees regarding Smokies Life benefits; distributes personnel information to all employees; maintains personnel files; helps administer the organization's employee health insurance program and other benefits.

Helps with unemployment insurance audits; verifies unemployment status; prepares separation and unemployment paperwork; forwards paperwork to appropriate agencies; maintains files and records. Completes employment censuses as required.

Works with the HR Director and supervisors to recruit, interview, hire, retain, and reward a qualified workforce that meets Smokies Life's needs and advances its mission.

Maintains organized and up-to-date HR files, including paper files and digital HR records.

Helps with employee orientation, training, and recognition programs or events.

Keeps up-to-date with the latest HR trends and best practices by attending training as needed.

Maintains the highest degree of confidentiality in accordance with all employment and Health Insurance Portability and Accountability Act laws and industry best practices.

Performs various clerical duties for Smokies Life and provides information and assistance to the general public.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, including word processing, spreadsheet, database, or other system software.

In-person attendance at the headquarters office building, driving, and traveling for business purposes as required.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in human resources, payroll, or business administration; supplemented by five (5) years previous experience and/or training involving clerical, human resource, and/or customer service work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Smokies Life is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Smokies Life will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*Revised August 2025*