

## **Human Resources and Data Assistant (Santa Barbara)**

### **The Position:**

The Human Resources and Data Assistant performs a wide range of functions of a highly confidential nature. Under the guidance of the HR Supervisor, the HR Assistant supports human resources and administrative duties. The Data Assistant portion is supervised by the Data & Continuous Quality Improvement Supervisor. The position also assists the Executive Director with Board-related matters as necessary. The HR and Data Assistant reports to the HR Supervisor. Position hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

### **Duties Include:**

#### **Human Resources:**

1. Interact with staff and assist in facilitation of employment processes, including the following:
  - a. Maintain accurate and well-organized personnel records
  - b. Orient new employees and volunteers to Agency policies and procedures
  - c. General assistance with timekeeping system (Novatime) and payroll system (Paylocity)
  - d. Facilitate employee access to benefits information, including assistance during open enrollment
2. Obtain and improve knowledge of employment law and best practices as pertains to the essential functions of the position; attend occasional recommended and appropriate workshops and trainings.

#### **Data Assistant:**

3. Coordinate with office-wide program staff to support accurate data tracking and data entry practices.
4. Assist with data quality reviews.
5. Maintain data entry guide and provide staff with technical training and support.
6. Prepare preliminary grant reports.

### **Employment Standards:**

1. B.A./B.S. degree required
2. Must be highly skilled in writing, editing, proofreading, word processing, and database management.
3. Must demonstrate attention to detail and strong organizational skills.
4. Excellent analytical, computer, written, and verbal communication skills required.
5. A professional attitude, good judgement, and the ability to work as part of a team are required.
6. The proven ability to handle sensitive and confidential information is required.
7. Experience working with quantitative data preferred.
8. Bilingual (English/Spanish) preferred.
9. Valid California Driver License, vehicle insurance, and reliable transportation required for travel to offices county-wide.

### **Classification, Hours and Pay Rate:**

- Full-time (37.5 hours/week), non-exempt, with benefits
- Pay rate dependent on experience