

<p>City of St. Charles Position Description</p> 	<b>Position Title</b>	Undergraduate Intern – Human Resources		
	<b>Department</b>	Human Resources	<b>Division</b>	
			<b>Section</b>	
	<b>Full/Part Time</b>	Part Time	<b>Union</b>	Non-Union
	<b>Reports to</b>	Human Resources Director	<b>Positions Supervised</b>	None
<b>FSLA Status</b>	Non-Exempt; Temporary	<b>Salary Grade</b>	U	

### Position Description Overview

This position, under the general supervision of the Human Resources Director, is responsible for planning and coordinating a variety of human resources programs including employee benefits, employee relations, health and life insurance, recruitment and selection, employee safety, salary administration, training, worker's compensation, and related projects.

### Essential Job Functions

#### *Standard*

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

#### *Position-Specific*

1. Respond accurately and efficiently to employee questions and concerns regarding human resource issues.
2. Assist in administering recruitment processes including placing advertisements, reviewing applications, interviewing and testing applicants, checking references, employee selection and placement, and orientation for full-time and part-time employees.
3. Coordinate the Summer Hire Program including advertising, screening, pre-hire activities, orientation, and post-hire activities.
4. Coordinate the City's Blood Drives.
5. Assist in research and data collection for non-union compensation and contract negotiations including drafting, distributing and collecting surveys from comparable communities, and compiling data into reports and worksheets.
6. Respond to community salary and benefit surveys including City salary requests.
7. Compile monthly turnover reports and bi-weekly Internet monitoring reports.
8. Complete special projects as required including researching training options and develop proposals, and writing procedures and policies, as directed.

<b>Additional Job Functions</b>	
<i>Standard</i>	
<ol style="list-style-type: none"> <li>1. Contribute to a positive group environment by:                             <ul style="list-style-type: none"> <li>• Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.</li> <li>• Participating in proactive team efforts to achieve departmental and City-wide goals;</li> <li>• Assisting other co-workers on special projects as required; and</li> <li>• Providing leadership to others through example and by sharing knowledge and skills.</li> </ul> </li> <li>2. Perform other duties as required or assigned.</li> </ol>	
<i>Position-Specific</i>	
<ol style="list-style-type: none"> <li>1. Assist in maintaining and updating employee files.</li> <li>2. Serve as a member of the City's Wellness Team.</li> </ol>	

<b>Basic Requirements</b>	
For successful performance in this position, the incumbent will need to demonstrate the following:	
<b>Knowledge</b>	<i>Standard</i>
	<ol style="list-style-type: none"> <li>1. Proficient knowledge in personal computer skills, electronic mail, record keeping, data base activity, and word processing.</li> </ol>
	<i>Position-Specific</i>
	<ol style="list-style-type: none"> <li>1. General knowledge of human resource functions.</li> </ol>
<b>Skills</b>	<i>Standard</i>
	<ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol>
	<i>Position-Specific</i>
	<ol style="list-style-type: none"> <li>1. Skill in the use and operation of a personal computer, including such software programs as Windows, Word, Excel, etc.</li> </ol>
<b>Abilities</b>	<i>Standard</i>
	<ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision.</li> <li>3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using</li> </ol>

	<p>whole numbers, common fractions, and decimals, and to compute percentages.</p> <ol style="list-style-type: none"> <li>4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.</li> <li>5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>6. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities.</li> <li>7. Ability to speak and communicate clearly in an office environment.</li> <li>8. Ability to speak effectively before groups of customers or employees.</li> <li>9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>10. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> <li>11. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</li> <li>12. Possession of a valid driver's license.</li> </ol>
	<p><i>Position-Specific</i>  N/A</p>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. Completion of sophomore year at an accredited college or university earning a degree in Human Resources Management or related field.</li> </ol>
<p><b>Physical/ Environmental Demands</b></p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.</li> <li>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</li> </ol>
	<p><i>Position-Specific</i>  N/A</p>

## Position Description Acknowledgement

**Position Title**

Human Resources Intern

**Revised/Updated**

8/27/14

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

---

Employee

---

Date

---

Supervisor

---

Date

---

Human Resources

---

Date