

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9772

INTERN – HUMAN RESOURCES (UNPAID)

NATURE OF WORK

This is intermediate level work involving any of a number of clerical functions, depending on the division in which the position is located. Also involved is the application of independent judgment and interpretation of regulations, although decisions made are limited to established divisional policy. Work may involve frequent contact with the public. Responsibilities will include assignments within one or more of Human Resources divisions.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this classification. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

DIRECTOR'S SHADOW PROGRAM: Integration and coordination of HR functions, leadership training, establishing ethical behavior, role of advisory and consultant, strategic planning, and generalist for all HR policies and procedures.

EMPLOYMENT DIVISION: Application, employment testing and eligibility lists, interviewing, pre-employment testing, background investigation, medical examinations, validation of employee selection process; performance measurement and appraisals, staffing, and recruitment.

BENEFITS AND COMPENSATION: Employee benefits: health, dental, life, workers' compensation, pension programs; safety committee programs, accident investigation, safety inspections; job analysis, compensation laws and regulations, compensation programs, pay structures, wage surveys, and balanced budgets.

ADMINISTRATION AND HRIS: Recordkeeping and reporting, protection of proprietary information, control systems in place.

HUMAN RIGHTS AND RELATIONS: Intake procedures include interviewing complainants, writing up charges, and entering data into EEOC/HUD software programs; Investigators document interviews conducted, review evidence, conduct on-site visits, write up and submit determinations on civil rights complaints in housing, employment, and public accommodations; and they oversee small emerging business contract compliance, including outreach video materials, revising brochures for presentations, writing proposals, processes and procedures for compliance; front desk duties include answering phones, receiving visitors, servicing charges, closing cases, notification of case assignments, and filing.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of general office procedures.

Knowledge of computer programs (Word Processing, Spreadsheet, Database) helpful.

Skill in the use of standard office equipment.

Ability to quickly and accurately perform mathematical computations, to include addition, subtraction, multiplication, and division.

Ability to maintain records and compile reports.

Ability to understand written and oral instructions.

SPECIAL QUALIFICATIONS

If selected, must be willing to sign a confidentiality agreement.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer
Calculator
Typewriter
Copier
Telephone
Fax Machine