



VACANCY ANNOUNCEMENT

Job Title: Human Resources Clerk

Department: Human Resources

Representation: Non-Represented

Salary Range: \$34,272 - \$45,868

Posting Period: Friday April 26, 2019 - Thursday May 9, 2019 (Internal Posting Only)

Persons Eligible:

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months.

General Description:

The Authority is looking for a qualified individual who possess a great work ethic, ethical standards, and the desire to help and provide resources to the employees of the Authority. The HR Clerk is primarily responsible for processing and filing all personnel actions in the Human Resources Information System while assisting the HR's department managers with their daily operations. The HR clerk must be able to handle Personally Identifiable Information (PII) and ensure confidentiality. This position is an entry-level position, suited for an individual looking to make a career in the HR field.

Principal Duties:

- Filing, scanning, and maintain personnel records
- Screening applications and resumes
- Reference checks
- Input applicants into testing system and monitor testing as needed.
- Generating and notifying applicants receipt of application and denial letters
- Processing new employees into the Human Resources Information System (HRIS)
- Processing performance evaluations
- Processing employee demographic updates
- Processing personnel action forms
- Processing employee enrollments and updating existing members in benefit provider databases
- Calculating attrition numbers and retention rates
- Prepare HR documents for Board meetings
- Recruitment- representing PPA at job fairs
- Track and process tuition reimbursement
- Prep New Hire/Promotional packets
- Performs related work as required

Required Knowledge, Skills and Abilities:

- Proficient in Microsoft Office, Word, Excel, and Outlook
- Well-organized and time management skills
- Good customer service skills
- Ability to multi-task in addition to, working under pressure
- Ability to communicate ideas, issues, and solutions effectively, to managers
- Ability to communicate effectively to employees and external applicants
- Ability and willingness to take initiative in garnering additional work, oppose to waiting for duties to be assigned.

Working Hours: Monday through Friday during normal work hours

Minimum Acceptable Training, Experience, and Education:

- High School diploma or equivalent
- 0 -2 years of relevant clerical experience
- Bachelor's degree or college education preferred

SELECTION CRITERIA:

TESTING: No

SELECTION CRITERIA:

65% - ORAL INTERVIEW, (QUALIFIED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW)

30% - ATTENDANCE,

5% - LATEST ANNUAL PERFORMANCE EVALUATION.

APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 OR HIGHER WILL BE PLACED ON THE ELIGIBILITY LIST.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE SUBMIT RESUME TO:
MR. DARRYL WHITE, DEPUTY MANAGER
HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106