

DATE: JANUARY 02, 2015
INS150033
PAGE: 1

ADMINISTRATIVE SERVICES ASSISTANT I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
HUMAN RESOURCES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS ADMINISTRATIVE WORK PROVIDING SUPPORT SERVICES RELATING TO PERSONNEL AND PAYROLL FUNCTIONS FOR APPROXIMATELY 400 EMPLOYEES AT THE OFFICES OF THE INSURANCE COMMISSIONER (OIC). REPORTS DIRECTLY TO THE DIVISION DIRECTOR. WORK IS TYPICALLY VARIED AND INCLUDES INTER- AND INTRA-GOVERNMENTAL AND PUBLIC CONTACT. GATHERS AND COMPILES INFORMATION FOR STATE RECORDS; MAINTAIN LOGS, GENERATE REPORTS AND BALANCE BILLINGS. RESPONSIBLE FOR EXECUTING THE DAILY ADMINISTRATION OF THE COMMISSION'S INSURANCE BENEFITS FUNCTION. PROCESS OPEN ENROLLMENT DOCUMENTATION RELATED TO INSURANCE BENEFITS. COORDINATE THE PREPARATION AND PAYMENT OF INSURANCE FOR ALL FULL TIME PERMANENT EMPLOYEES AND RETIREES OF THE OIC. ENTER AND UPDATE INSURANCE DEDUCTIONS IN EPICS, ADJUST PAYROLL DEDUCTIONS FOR INSURANCE WHEN THERE IS A DISCREPANCY. BALANCE THE MONTHLY PEIA INSURANCE BILLING AND MAKE MONTHLY PAYMENTS. WORK IN CONJUNCTION WITH CPRB AND PEIA COORDINATING RETIREE DOCUMENTATION. GENERATE PERSONNEL ACTION FORMS (WV11'S) PREPARING AND FAXING ALL PERTINENT INFORMATION TO APPROPRIATE EXTERNAL STATE AGENCIES MUST BE FLEXIBLE ENOUGH TO LEARN AND APPLY ABOVE PROCESSES TO THE WVOASIS SYSTEM UPON THE EMPLEMENTATION OF SUCH. PUT TOGETHER NEW EMPLOYEE PACKETS, SCHEDULE NEW EMPLOYEE ORIENTATION, CONDUCT NEW EMPLOYEE ORIENTATION, REVIEW NEW EMPLOYEE PACKETS AFTER COMPLETION, GATHER MISSING FORMS FROM EMPLOYEE. CREATE AND MAINTAIN OFFICIAL PERSONNEL FILES ON EACH EMPLOYEE MAINTAIN AND REVISE PERSONNEL RELATED FORMS AS NEEDED. VERIFY LEAVE AND ATTENDANCE RECORDS AS NECESSARY, CERTIFY WAGE INFORMATION AS REQUESTED

DATE: JANUARY 02, 2015
INS150033
PAGE: 2

BY OUTSIDE INSTITUTIONS. RESPONSIBLE FOR COMPOSING MEMORANDUM AND DISTRIBUTION OF WRITTEN CORRESPONDENCE RELATING TO PERSONNEL FUNCTIONS. ASSIST WITH SPECIAL PROJECTS AND TRAINING. INTERACTS WITH VARIOUS ENTITIES AND AGENCIES AS RELATED TO OIC EMPLOYEES. ASSIST DIVISION DIRECTOR WITH PERSONNEL FUNCTIONS AS INSTRUCTED. ASSISTS IN DETERMINING THE NEED FOR CHANGES IN PROCEDURES, GUIDELINES AND FORMATS; DEVISES A SOLUTION; MONITORS THE SUCCESS OF SOLUTIONS BY DEVISING QUANTITATIVE/QUALITATIVE MEASURES TO DOCUMENT THE IMPROVEMENT OF SERVICES. MUST BE FAMILIAR WITH DOP ADMINISTRATIVE RULES AND POLICIES. DEPENDABILITY AND FLEXIBILITY IS A REQUIREMENT. WILL BE REQUIRED TO LEARN ALL ASPECTS OF THE HUMAN RESOURCE FUNCTION. PREFERENCE WILL BE GIVEN TO CANDIDATES WITH EPICS, FIMS, HRIS, PERS TIMEKEEPING SYSTEM, AND WVOASIS EXPERIENCE. MUST HAVE ABILITY TO USE MS WORD, EXCEL AND CRYSTAL REPORTS.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD. SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING. EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR ADVANCED CLERICAL POSITION PROVIDING ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING, BUDGETING, PROJECT MONITORING AND REPORTING, PERSONNEL, OR PROCUREMENT AND PROPERTY EXPERIENCE. MUST HAVE BEEN AT THE OFFICE ASSISTANT III OR ACCOUNTING ASSISTANT III LEVEL OR HIGHER. SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

DATE: JANUARY 02, 2015
INS150033
PAGE: 3

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: JANUARY 13, 2015

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150033 ON APPLICATION