Human Resources Clerk

MAJOR DUTIES AND RESPONSIBILITIES:

U.S. Direct Hire/EFM Appointment Personnel Program 30%

Accreditation Process: Incumbent is in charge of the check-in and check-out procedures for all USDH at Post. Performs the following tasks:

- Prepares new folders to include all required forms and handouts for newcomers.
- Assists newcomers prior to arrival at post, provides any requested information, and prepares paperwork in advance to ensure a fast, efficient check-in upon arrival.
- Once the check-in is completed, forwards required paperwork to the Embassy's HR Office to complete accreditation with the Foreign Ministry. Incumbent updates and maintains WebPASS Post Personnel (USDH portion) current with information on arrivals and departures, including Eligible Family Members/Members of Household as appropriate.
- Reviews incoming assignment cables for titling information to aid in the accreditation process.
- Drafts appropriate arrival and departure cables (TM's), either via SMART or WebPASS (Post Personnel) and submits to HRO for release.

Administrative duties 35%

Files and data management

Incumbent has overall responsibility for office files for LE Staff (currently 240) and USDH/EFM (currently 135). Performs the following duties:

- Ensures files are maintained in alphabetical order; locks and releases files only to those with a need for access.
- Drafts letters, memoranda, and cables on different subjects both in English and Portuguese.
- Prepares all kind of declarations (salary declaration, working schedule, Citibank letter, etc), needed by LE Staff.
- Prepares copies of various documents and/or manuals for employees.
- Maintains updated reference material such as LE Staff Handbook, Management Notices and FAMs available for employees.
- In conjunction with the other HR colleagues in the section, maintains the LE Staff and USDH Intranet web share point page updated. Responsible for keeping LE Staff/USDH/Other related items of Post Profile updated.
- Updates and maintains current the WebPASS Post Personnel software for quick data search.
- Receives personnel actions and contracts from the Embassy HR Office for employee's signatures and returns the signed documents back to Brasilia using a tracking system and the post's official mailing system.

LE Staff Leave Program

Is the primary POC for post with Embassy Brasilia HR Assistant handling the LE Staff leave management program. The program requires that LE Staff use their annual leave within a specified timeframe, allows LE Staff to sell/obtain cash for a portion of their annual leave balances, and requires that the USG pay double for annual leave if supervisors do not schedule employees for annual leave. Performs the following duties:

- Receives, reviews and disseminates monthly leave reports which include annual leave balances, making sure that employees do not carry excess leave or incur negative leave balance under local labor law.
- Informs supervisors, HR Supervisory Assistant (position N54-305-025) and the HR Officer in advance if regulations are not followed by employees/supervisor.
- Organizes and conducts meetings with timekeepers and supervisors to explain the rules, how they can best manage leave of their sections, how to avoid problems or payment of unused annual leave.

Awards Program 10%

Under the direct supervision of the RH Supervisory Assistant, incumbent manages the Consulate's Incentive Awards Program. This program falls under the general policy guidance of the Mission-wide program which gives consulate's delegated authority for Post level awards, including the LE Staff of the Month, Extra Mile and Time off from duty awards. Performs the following related duties:

- Assists nominators with preparation of nominations, responds to questions about award eligibility and instructions on how to complete the nomination forms.
- Prepares and forwards all correspondence on Post-level awards to the Human Resources Office in Brasilia for processing with the Financial Management Section.
- Requests retirement awards for recognition at post.
- Upon receipt of approved awards from Brasilia HR, prepares certificates as appropriate and schedules event to present the certificates to employees.
- Is responsible for preparation of certificates and the program for the annual post awards ceremony.

Local Transportation Tickets Program Management 15%

Incumbent manages the Transportation Tickets Program in the third largest city of the world with one of the most complex transportation systems with 12 Metro/Trem lines and around 1,500 bus lines. Performs the following duties:

- Prepares and maintains a current Excel spreadsheet that lists employees who receive the benefit.
- Procures, sorts and hand delivers transportation tickets to eligible employees.
- Prepares monthly reports informing the Payroll Center in Charleston of the expenses incurred by Post for each employee's transportation allowance. Drafts transportation ticket deduction cables and solves all problems related to transportation card and credit recharge.
- Ensures that U.S. Government (USG) funds are spent according to the terms of the approved LE Staff transportation benefit program.

Duty Roster 5%

Incumbent is responsible for the day-to-day management of Post's Duty Officer Program. Performs the following duties:

- Prepares the bi-annual Duty Roster ensuring that the policy is strictly adhered to when assigning duty to USDH officers.
- Checks the Duty Officer Briefcase regularly to ensure that the materials are updated and organized for the next person assuming duty.
- Alerts the immediate supervisor and HRO if an officer falls to collect the duty materials on time in order for alternate arrangements to be made for coverage.

Back-up Duties 5%

Serves as back-up for two HR Assistants (positions C54-305-037 and C54-305-032)