

## KNOXVILLE UTILITIES BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

### KUB EMPLOYMENT OPPORTUNITY Human Resources Associate Vacancy #17173

**Posting Date:** 12/08/2017  
**Closing Date:** 12/29/2017  
**Position Type:** Regular/Full-Time

**Pay Plan:** Admin A  
**Pay Grade:** 6, 7  
**Pay Range:** \$32,700.00 - \$54,000.00

#### Job Information

**Job Classification:** Business Management Associate  
**Department:** 02 Human Resources  
**Work Location:** Middlebrook Pike  
**Work Schedule:** 40+ hours / week: M - F

**About KUB:** The Knoxville Utilities Board (KUB) is one of the largest public utilities in the country providing electric, gas, water and wastewater services to more than 453,000 customers in Knoxville and parts of seven surrounding counties. We exist to serve our customers, improving their quality of life by providing utility services that are safe, reliable and affordable. And our mission is about more than just pipes and wires. It's about being good stewards of our community's resources: utility assets, customer dollars, and the environment. We work to safeguard those resources and enhance their value for the people of the communities we serve and generations to come.

**Work Description:** Acts in support of management, employees, and processes by performing administrative duties related to KUB's Human Resources Department, with a concentration on benefits and wellness administration. Duties will include general office support and administrative tasks, process and program support, data management, financial process support, process documentation, records and document management, and various other support activities. Specific tasks to include answering requests for assistance by phone or in person for benefits and Occupational Health, entering data in human resources system and financial management system, preparing employee communication materials, generating benefit documents, tracking wellness program participation, and tracking benefit payments. Requires frequent verbal and written communication with KUB employees and retirees, responding to questions and requests in regard to KUB's medical, dental, vision, 401(k), and pension plans. Must be flexible in performing daily tasks, capable of prioritizing work, and willing to accept additional duties as needed to support other HR functions within the department.

#### Minimum Qualifications

- Associate degree or two (2) years of documented college level course work in Human Resources, Business, or related area, **OR**
- One (1) to three (3) years of demonstrated experience in related field, such as Human Resources, Business Management, or recognition as a subject matter expert
- Computer skills including knowledge of Microsoft Excel and Word
- Excellent written and oral communication skills
- Good analytical and problem solving skills
- Ability to efficiently work independently and within a team
- Have and maintain a valid driver's license

**Physical Demands:** Sedentary Work - Exerting up to 10 pounds of force occasionally, and / or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Exercises mental and visual alertness frequently. Subject to occasional strict time schedules. May require bending, stooping, and moving around the work site.

#### Preferred Qualifications

- Two (2) years experience in Human Resources or related office support
- Experience and proficiency with PeopleSoft HRIS (Human Resources Information System)
- Ability to work independently on multiple projects/initiatives in a timely and effective manner
- Ability to work cooperatively with coworkers and respond to inquiries in a timely manner
- Ability to maintain quality assurance of all assignments in functional area

#### Selection Process

(Subject to change)

Phase 1	Submit online application at <a href="http://www.kub.org">www.kub.org</a>
Phase 2	Experience, training and education evaluation
Phase 3	Interview with department representatives
Phase 4	Written, performance and behavioral exercises
Phase 5	Background investigation
Phase 6	Physical assessment and/or drug screen

If special accommodations are needed at any phases of the selection process, please notify Human Resources in advance.

#### NOTES

Only candidates submitting a completed KUB application and completing each component of the selection process will be considered for KUB positions. KUB does not accept unsolicited applications. Completed applications are only considered for advertised vacancies. Please, no third party inquiries. Due to the volume of applications and resumes we receive, only applicants invited to interview will be contacted.

Applicants should apply on all positions of interest. KUB reserves the right to consider applications for additional vacancies in the same classification within 120 days of the original posting, after which time, applicants must reapply to be considered for any openings. It is the applicant's responsibility to provide correct and updated contact information to KUB during the active period of the application. If KUB is unable to contact the applicant because the information on the application is no longer correct, the application will be considered inactive and the applicant no longer eligible for employment.