



**DEMERARA HARBOUR BRIDGE CORPORATION  
NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>HUMAN RESOURCES &amp; BENEFITS CLERK</b>	<b>LOCATION:</b>	<b>HEAD OFFICE</b>																																																																				
<b>REPORTS TO:</b>	<b>HUMAN RESOURCES OFFICER</b>	<b>JOB CODE:</b>																																																																					
<b>DEPARTMENT:</b>	<b>HUMAN RESOURCES &amp; ADMINISTRATION</b>	<b>GRADE:</b>																																																																					
<b>SECTION:</b>	<b>HUMAN RESOURCES MANAGEMENT</b>																																																																						
<b>SUMMARY STATEMENT</b>	Responsible for carrying out Human Resources activities relating to employment of non-supervisory personnel and the compilation and maintenance of human resources records and statistics; for calculating salaries and other related benefits for non-management employees according to approved rates and preparing and verifying payroll summaries to ensure that employees' earnings are correctly recorded.																																																																						
<b>JOB RESPONSIBILITIES REQUIRED</b>	<p><b>DESCRIPTION OF DUTIES:</b></p> <p><b>CONDUCTS</b> initial screening of applications for non-management jobs in relation to requirements for education, training and work experience, towards determining possible suitability of candidates as per Job Descriptions, for consideration by Human Resources Officer.</p> <p><b>MAINTAINS</b> registers of receipt of applications by jobs, checks and submits references with applications for final evaluation.</p> <p><b>PREPARES</b> employment letter as directed for issuance to successful candidate for signature and issue accordingly.</p> <p><b>PREPARES</b> Cheques and payment vouchers and medical claims for dispatch to NIS.</p> <p><b>PREPARES</b> and <b>PROCESSES</b> Sick Leave, Annual Leave Forms, Absent Forms, Exceed letters &amp; Warning letters.</p> <p><b>MAINTAINS</b> membership registers for Medical &amp; Pension Scheme, with records of new Entrants and Withdrawals.</p>																																																																						
The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.																																																																							
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**DESCRIPTION OF DUTIES Cont'd:**

**ARRANGES** appropriate advice to Finance Department of addition to Payroll for pay action; and for registration to the National Insurance Scheme, and other statutory procedures.

**RECEIVES** and **CHECKS** all claims from employees for re-imbusement of expenses under Medical Scheme & NIS.

**ENROLLS** confirmed employees into Medical Scheme.

**COMPILES** reports relating to employees' attendance and performance.

**COMPUTES** initial wages/salary and related benefits payable.

**ISSUES** I.D. Cards.

**TYPES** Warning letters (lateness), parts of Admin Reports; Absent, Sickness and Training Reports.

**FILES** documents, such as **Departments'/Section's** time sheets in employees' Personal files.

**VERIFIES** data – Leave, Acting Appointments, Promotions, Termination Notices and Resignations.

**UNDERTAKES** periodic analyses of staff turnover rate, job attendance rate, overtime rate, grievance rate, position vacancy rate and employment costs.

**PREPARES** monthly staff Training Report.

May **ADMINISTER** and score tests as directed.

**MAINTAINS** record of departures and consequential vacancies.

**ASSISTS** in the preparation of acquiring uniforms for female clerical staff.

**SCANS** and **UPLOADS** employee information into the Human Resources Management Systems.

**PHOTOCOPIES** documents.

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## QUALIFICATIONS PROFILE

JOB TITLE: Human Resources & Benefits Clerk		JOB CODE :		
FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
1	EDUCATION	Five GCE 'O' Levels/CXC General up to Grade II including English and Mathematics, Principles of Accounts & Information Technology. Computer skills in Word Processing and Spreadsheet Management a necessity.	5	24
2	EXPERIENCE/JOB KNOWLEDGE	A minimum of three years' experience in general personnel administration duties. Ability to compile, classify and collate information and communicate with people; compute gross and net pay using calculator or spreadsheet to prepare payroll summary. Must be familiar with the wage and salary administration procedures.	5	23
3	TECHNICAL/ PROFESSIONAL	The incumbent is trained to examine attendance records to determine time worked by employees; to calculate allowances and deductions according to approved rates and to register information on individual salary records. Issues identification cards and employment policy booklets. Notes routine complaints and refers same for attention. Maintains records of employees.	3	31
4	PROBLEM SOLVING /DECISION MAKING	Screens applications for non-management jobs according to information relating to education, training and work experience, to determine suitability of applicants. Observing physical and personal qualities. Regular coordination of activities for all Departments and Sections. Related processes are employed. Ensures ready availability of relevant information to colleagues and other staff and coordinates payment with receipt of approved documentation and with payroll schedule.	3	30
5	INTERPERSONAL	The interpersonal contacts are with employees within the Department or Section. The purpose is to obtain, clarify or provide information of a routine nature.	4	19
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for carrying out Human Resources activities relating to employment of non-supervisory personnel and the compilation and maintenance of human resources records and statistics; for calculating salaries and other related benefits for non-management employees according to approved rates and preparing and verifying payroll summaries to ensure that employees' earnings are correctly recorded.	3	27
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Locates and supplies information on employees to authorised persons. Examines records and prepares lists of employees eligible for leave, or retirement. Issues documents such as leave or assessment forms. Compiles reports relating to employees' attendance and performance. Maintains NIS and other statutory contribution records. Examines time-cards, time sheets or other attendance records to determine time worked by employees; computes net pay. Handles pay related queries from employees.	3	24
8	TEAMWORK	Liaises mostly with non-management employees. Liaises with Finance Department on new staff to be added to Payroll. Completes clearly defined straightforward assignments and reports appropriately to Supervisors. Works as part of the Human Resources Team.	3	23
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	The environmental and working conditions are normal. Minimal exposure to physical risks. Works inside, usually in daytime around people. Sedentary work, ordinary talking.	4	28
<b>LICENCES:</b>			<b>TOTAL:</b>	<b>229</b>
<b>SIGNATURES:</b>				
PREPARED BY: S.V. JONES ASSOCIATES		DATE: _____		
REVIEWED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		