

HUMAN RESOURCES SPECIALIST

Current Incumbent: Vacant

Reports to: Senior Vice President HR/Administration

Status: Full-Time, Exempt

Updated: November 2018

Department: HR/Administration

Direct Reports: 0

Indirect Reports: 0

Eligible for Telework/CWW: Yes

SUMMARY OF POSITION:

The Human Resources Specialist provides assistance with and facilitates the human resources processes. This position ensures effective use of plans and policies and assists with creating positive employee relations. The human resource coordinator makes certain plans are administered in accordance with federal and state regulations and that plan provision are followed. This role provides administrative support to the human resources function as needed, including record-keeping, file maintenance and HRIS entry.

*Must be able to multitask and manage a range of responsibilities with limited supervision. Is highly professional, organized and an effective communicator. The individual must feel comfortable collaborating with individual across various management levels, be a team player and customer service driven. **The ability to maintain confidentiality is essential.***

PRINCIPAL ACCOUNTABILITIES:

- Performs benefits administration, including claims resolution, change reporting, approving invoices and payment, while communicating benefits information to employees.
- Coordinates with HR/Administration Manager on recruitment efforts. Places job postings, screen resumes, orders background checks, conducts phone screens and maintains company organization charts.
- Maintains employee files and records, completes employment verification and compiles report from the data base.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Coordinate temp hiring and monitor temp supervision.
- Communicates, interprets and advises on HR policies, regulations and procedures, referring complex issues to supervisor. Maintains and updates employee handbook as needed.
- Assist with performance appraisal program.
- Acts as first point of contact for employee questions regarding pay, timekeeping and other HR related questions
- Support the SVP of Human Resources and Administration- as needed
- Receive, upload, reconcile and resolve all Human Resources invoices.
- Other duties as assigned

COMPETENCIES:

1. HR Expertise
2. Communication proficiency
3. Organizational skills
4. Critical Evaluation
5. Technical capacity
6. Cultural Awareness
7. Relationship Management
8. Ethical Practice

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

TRAVEL:

Little to no travel is expected for this position. If any, travel would be local during the business day.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree in human resources or related field and/or equivalent experience.

PHYSICAL DEMANDS:

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

WORK ENVIRONMENT:

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee's signature below constitutes employee's understanding of the requirement, essential function and duties of the position.

Employee _____ Date _____