



## JOB DESCRIPTION

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| <b>POSITION TITLE:</b> | <b>Human Resources Specialist</b> |
| <b>FLSA STATUS:</b>    | Exempt                            |
| <b>SALARY RANGE:</b>   | \$45,000-\$55,000 Annually        |
| <b>DEPARTMENT:</b>     | Organizational Development        |
| <b>DATE:</b>           | February 1, 2017                  |

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### POSITION SUMMARY

The Human Resource Specialist is responsible for performing HR-related duties on a professional level. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, and employment law compliance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
2. Acts as liaison between the Coalition and the contracted HR company.
3. Maintain employee database on HR company's website.
4. Participates in developing department goals, objectives, and systems.
5. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
6. Performs benefits administration, including claims resolution, change reporting, and communicating benefits information to employees.
7. Develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports, and logs to conform to EEO regulations.
8. Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements.
9. Responsible for 401k data base, employee updates, upload, and employee 401k loans.
10. Handles employee relations counseling, outplacement counseling, and exit interviewing.
11. Participates in administrative staff meetings and attends other meetings and seminars.
12. Maintains company organization charts and the employee directory.

13. Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
14. Maintains compliance with federal, state, and local employment and benefits laws and regulations.

### **Competencies**

1. Communication.
2. Consultation.
3. Ethical Practice.
4. Global & Cultural Awareness.
5. HR Expertise.
6. Relationship Management.

### **MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

#### **Required Education and Experience**

1. A bachelor's degree and three to five years of HR experience, or a master's degree in HR management and two years of experience in the HR field, or seven years of experience in the HR field, or any similar combination of education and experience.

#### **Preferred Education and Experience**

1. Masters' degree in Human Resources or related field.
2. SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential.
3. Eight to 10 years of human resource experience.

#### **Additional Eligibility Qualifications**

1. SHRM-CP or SHRM-SCP certification or ability to obtain certification within 12 months of hire date.

### **REQUIRED SKILLS AND ABILITIES**

- Proven, high quality customer relationship (internal and external) skills
- Ability to work collaboratively
- Excellent written, oral and listening communication skills
- Ability to effectively communicate to large and small group audiences
- Advanced knowledge of computers, word processing, spreadsheet and database software
- Solid ability to analyze situations carefully and adopt appropriate courses of action
- Strong attention to detail
- Strong organizational and time management skills
- Ability to quickly and easily adapt to changing situations and priorities
- Skilled in maintaining confidentiality and discretion with regard to employee information
- Ability to understand and adhere to the duties, methods and procedures required by the position

**PHYSICAL ACTIVITY/ WORK CONDITIONS**

- **Work Environment:** This job primarily operates in a general office setting. This role routinely uses standard office equipment such as computers, phones, and copiers/fax machines. While performing the duties of this job, the employee frequently interacts with staff, providers, and the general public in person and via telephone and email.
- **Physical Demands:** While performing the duties of this job, the employee will be required to sit for prolonged periods of time, at a desk, utilizing a computer and reviewing online and paper documents. The employee will also have frequent occasion to be involved in high levels of physical activity in preparing for and working outreach events both in indoor and outdoor settings. The employee will also be required to lift and move up to 25 pounds and occasionally lift and move up to 50 pounds.
- **Position Type and Expected Hours of Work:** This is a full-time position. Standard hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. (37.5 hour workweek), however evening and weekend hours will be required.
- **Travel:** Some local travel will be required.

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***This section to be completed at hire only***

*The statements in this Job Description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities, and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Employee Acknowledgement:** *I have read and understand the responsibilities of this position. If I find that I cannot perform these duties, I will notify my supervisor immediately.*

**Employee Signature:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Supervisor Title:** \_\_\_\_\_

