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| **JOB DESCRIPTION** | | | | | |
| **JOB TITLE** | HUMAN RESOURCES SPECIALIST | | | **pAYROLL JOB CODE** |  |
| **LOCATION** | AGENCY OFFICE | | | **credentials** |  |
| **Department** | ADMINISTRATION | | | **REPORTS TO** | HUMAN RESOURCES GENERALIST or AGENCY DIRECTOR |
| **fsla sTATUS** | NON-EXEMPT | **STARTING PTO LEVEL** | 1 | **EMPLOYMENT CLASS** | FULL TIME |

**Summary**

The Human Resources Specialist will assist with the day-to-day operations of the Human Resources office. The HR Specialist will be responsible for providing clerical support to assist with the hiring process, scheduling and participating in new employee orientations and a high volume of employment records into the HR database.

**Essential Job Duties AND Responsibilities**

* Assists management with communicating Human Resources policies, procedures, programs, and laws.
* Fully utilizes Human Resources software to the company's advantage.
* Maintains employee-related files and databases in accordance with company policy and applicable federal and state regulations.
* Responsible for care giver/employee compliance documentation being current and loaded into the agency’s enterprise software during the caregivers’ tenure at agency by managing the compliance tickler system and contacting care givers in advance of any expirations.
* Partners with recruiting and operations teams to facilitate the selection and onboarding of new team members to meet agency staffing needs.
* Partners with the billing/payroll department to ensure that caregivers are loaded into the proper timekeeping and payroll database.
* Assists with development and scheduling of benefits orientations, enrollments, and benefits training.
* Assists with the completion of unemployment claims.
* Assists with employee communication and feedback through such avenues as company meetings, etc.

| **Professional Requirements:** |
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| * General knowledge of employment laws and practices. ​ * Excellent Microsoft Office computer skills. Must include Excel and demonstrated skills in database management and record keeping. * Excellent customer service and interpersonal skills. * Evidence of the practice of a high level of confidentiality. * Excellent organizational skills. * Strong typing skills and must have accurate attention to detail. |

**EDUCATIONAL REQUIREMENTS:**

* Minimum of an Associate’s degree or equivalent in Human Resources, Business, or related field.
* Minimum of one year experience in a fast-paced Human Resources Department, preferably two to three years of experience.
* Must be detail-oriented.

**LANGUAGE SKILLS:**

* Able to communicate effectively in English, both verbally and in writing.
* Additional languages are welcomed.

**OTHER SKILLS:**

* Thorough knowledge and understanding of the functions of and regulations affecting the agency.
* Demonstrated teamwork capabilities with the ability to relate well to staff and other professionals.
* Ability to plan, coordinate, collaborate and advocate for agency clients.
* Comprehensive knowledge the state and federal guidelines and regulations governing agency.

**KEY COMPETENCIES**

**Action Oriented:** Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minim of planning; seizes more opportunities than others.

**Compassion**: Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.

**Composure**: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

**Ethics and Values:** Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

**Functional/Technical Skills**: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

**Integrity and Trust**: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

**Listening**: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

**Organizational Agility**: Knowledge about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures; understands the cultures of organizations.

**Organizing**: Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in aa useful manner.

**Presentation Skills:** Is effective in a variety of formal presentation settings: one on one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data controversial topics; commands attention and can manage group process during a presentation; can change tactics midstream when something isn't working.

**Priority Setting**: Spends his/her time and the time of others on what’s important; quickly zeros in on the critical few and puts the trivial aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

**Sizing up People & Hiring and Staffing:** Has a nose for talent; hires the best people available from inside or outside; is not afraid of selecting/recommending strong people; assembles talented staff; after reasonable exposure, can articulate the strengths and limitations of people inside and outside the organization; can accurately project what people are likely to do across a variety of situations.

**Time Management:** Uses time effectively and efficiently; values time; concentrates efforts on the more important priorities; gets more done in less time than others, can attend to a broader range of activities.

**PHYSICAL CAPABILITIES**

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| **Physical Requirements:** | Medium work **–** Exert up to 50 lbs. of force occasionally, up to 20 lbs. of force frequently, or up to 10 lbs. of force constantly to move objects; including the human body. |
| **Visual Acuity:** | Arm's reach visual acuity **–** Worker is required to have visual acuity to perform activities such as operating machines (i.e. lathes, drill presses, power saws & mills) where the seeing job is at or within arm’s reach; performing mechanical or skilled trades tasks of a non-repetitive nature (i.e. ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.)  Close visual acuity **–** Worker is required to have close visual acuity to perform activities such as preparing & analyzing data & figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts or operation of machines (including inspection); using measurement devices; or assembly or fabrication of parts at distances close to the eyes.  General observations visual acuity **–** Worker is required to have visual acuity to determine the accuracy, neatness & thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)  Motor vehicle visual acuity **–** Worker is required to have visual acuity to operate motor vehicles or heavy equipment. |
| **Physical Activities:** | Balancing **–** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces. This factor exceeds the amount & kind of balancing required for ordinary locomotion & maintenance of body equilibrium.  Feeling **–** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.  Fingering **–** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.  Grasping **–** Applying pressure to an object with the fingers and palm.  Hearing **–** Perceiving the nature of sounds at normal speaking levels with/without correction, & having the ability to receive detailed information through oral communication, & making fine discriminations in sound.  Kneeling **–** Bending legs at knee to come to a rest on knee or knees.  Lifting **–** Raising or moving objects/patients from a lower to higher position or horizontally from position to-position. This factor is important if it occurs to a considerable degree & requires the substantial use of the upper extremities & back muscles.  Pulling **–** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.  Pushing **–** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.  Reaching **–** Extending hands or arms in any direction.  Repetitive motions **–** Making substantial movements of the wrists, hands, or fingers.  Standing **–** Remaining upright on the feet, particularly for sustained periods of time.  Stooping **–** Bending body downward & forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities & back muscles.  Talking **–** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.  Walking **–** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. |
| **Physical Conditions:** | Exposed to Inside conditions **–** Subject to inside environmental conditions; protected from weather conditions, but not necessarily from indoor temperature changes.  Required to wear a respirator **–** Worker maybe required to wear a respirator.  Exposure to infectious disease **–** Subject to infectious diseases including blood & other potentially infectious body fluids & tissues.  Work around mental health patients – Worker maybe required to function around mental health patients.  Not exposed to adverse conditions **–** Worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work). |

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| **Acknowledgement** | | |
| I have read the above job description and fully understand the requirements set forth. I understand the agency reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations that are required to enable me to perform these duties.  Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Employee Print Name: | Employee Signature: |  |
| Supervisor Print Name: | Supervisor Signature: | Date: |