Job Description

Title: Human Resources Specialist                  Department: Human Resources
FLSA Status: Non-Exempt                            Reports to: HR Deputy Director
Status: Full-time                                   Location: HQ

Job Summary:

The Human Resources Specialist provides support to the Human Resource department in several functional areas of the Human Resources department, which may include recruitment, personnel records, employee relations, job evaluation, benefits and payroll administration.

Essential Duties and Responsibilities:

- Answer departmental calls and triages responses in the order of importance and need.
- Assists department in carrying out various human resources programs and procedures for all Coalition employees.
- Maintains and organizes records, reports and logs pertaining to applicant flow procedures and employee files.
- Can work effectively within a confidential environment.
- Responsible for all HRIS data entry to include but not limited to employee benefits, payroll deductions and garnishment requests.
- Responsible for Work-From-Home program administration.
- Maintains Human Resources information records and compiles reports from database as needed.
- Conducts new employee orientations; administers pre-employment tests; conducts reference checks.
- Participates in administrative staff meetings and attends other meetings and seminars to stay abreast of ever-changing employment laws and amendments as needed.
- Assist with recruiting and onboarding process and scheduling interviews.
- Maintains compliance with updating employment law posters.
- Conducts exit interview meetings.
- Flexible Spending Plan Administration.
- Process COBRA Administration and Reemployment Assistance Program.
- Assists in the administration of the 401k program; helps with loan process; monitors portals.
- Enter and process garnishment requests in HRIS system.
- Process VOE forms and letter request regarding health benefits or verification of employment.
- Serve as liaison between HR management and employees by handling questions, interpreting and helping resolve work-related problems.
- Review Human Resources (HR) Specialist data input for payroll accuracy. Reviews must be completed timely and identify any corrections as needed.
- Conduct trainings and technical assistance as directed by HR Leadership.
- Perform staffing duties, referring disputes and administering disciplinary procedures.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Assistance in audit preparations.
- Maintenance of additional staff needs to include recruitment for internal and external candidates, benefit enrollment and employee relations assistance.
- Review re-employment portal messages and comply with request.
- Process termination of employment with current staff and paperwork.
- Assesses the urgency and importance of issues and takes appropriate action.
- Performs customer service functions.
- Oversees and process childcare reimbursement.
- Analyze scorecard reports and input data.
- Maintains wellness program.
- Process and review incoming mail requests.
- Performs related duties as required.
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Skills and Abilities:
- Accountability
- Effective problem-solving skills
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population

Computer Equipment and Software Requirements:
- Microsoft Office Suite

Experience and Training:
- Bachelor’s Degree required
- 3 years of related experience in the field preferred
- Requires prior knowledge of principles and practices of human resources
- Training, education and/or experience may be substituted for certain minimum qualifications

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:
The work environment characteristics described in this document 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. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an “at will” relationship.

__________________________________    _________________________
Employee Name       Date

__________________________________    _________________________
Employee Signature       Date