

JOB DESCRIPTION
JOB TITLE: Human Resources Specialist

DEPARTMENT: Human Resources

I. POSITION PURPOSE

Accomplishes day-to-day human resource functions for the Agency. Prepares reports used for internal and/or external human resource requirements. Performs the following duties directly.

II. NATURE AND SCOPE OF RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Provides information to employees on all aspects related to human resources.

Prepares, coordinates, and forwards human resource reports, when requested.

Maintains accurate and complete data in the Agency's designated HRIS system.

Maintains personnel files. Accomplishes yearly review and accomplishes actions to correct/update files, such as background checks. Ensures required documentation is included in files and makes request for missing and required (needed) information.

Ensures records and files are maintained in accordance with state and federal employment laws.

Promotes agency by attending career fairs and other employment activities.

Oversees hiring process, which include coordinating job posts, reviewing resumes, and performing reference checks.

Ensures human resource activities are carried out in compliance with local, state and federal regulations and Employment laws.

Conducts peer audits of other specialist work for compliance with personnel file maintenance.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

SUPERVISION:

No direct supervisory responsibilities.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree preferred; High School/G.E.D. diploma required with a minimum of one year of human resource or related experience.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

IV. 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 regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a license, therefore.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Accomplishes day-to-day human resource functions for the Agency.

Employee Printed Name

Date

Employee Signature