

Human Resources Specialist

BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES

This position offers comprehensive support across multiple human resources functions, including recruitment, selection, onboarding, benefits administration, leave management, employee relations, and retention. Additionally, the role is responsible for coordinating employee training and providing expert guidance in labor relations, classification, and compensation.

SUPERVISION RECEIVED AND EXERCISED

This position reports to and is under the general direction of the Chief Financial Officer

EXAMPLES OF DUTIES

- Assist in various phases of the recruitment process, including job postings, applicant evaluation, conducting interviews, providing background checks and managing online application system.
- Participate in the employee onboarding process, ensuring all paperwork is processed, new hires are oriented, and work eligibility is verified.
- Administer employee benefit programs, provide support for benefit inquiries, and assist with retiree benefit management.
- Design and implement employee training programs, develop training materials, track attendance, and act as a liaison with outside training vendors.
- Conduct job audits, prepare and revise job descriptions, and perform compensation surveys to ensure compliance with relevant laws and standards, including FLSA.
- Support employee relations initiatives and develop employee retention strategies.
- Assist supervisors in the performance review process, help develop performance improvement plans, and update performance management tools and forms.
- Provide guidance on labor relations, assist with personnel investigations, update personnel policies, and ensure compliance with labor laws and collective bargaining agreements.
- Assist in managing leave administration and workers' compensation claims.
- Prepare statistical analysis, compile monthly, quarterly, and yearly reports on HR metrics, and conduct research for class and compensation studies.
- Lead special HR projects, conduct employee surveys, and assist with developing and implementing employee feedback tools and methods.

- Maintain employee files, ensure record retention compliance, and generate reports for payroll, benefits, and recruitment as needed.
- Attend job fairs, represent the organization at professional meetings, and respond to public records requests and HR-related inquiries from the public.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge Of:

- Understanding of modern office practices in Human Resources, including retention, release of confidential information, and general administrative procedures.
- Familiarity with federal, state, and local employment laws, including the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and applicable labor laws.
- Deep knowledge of state HR policies, functions, and procedures related to recruitment, selection, employee training, labor negotiations, and human resources functional areas.
- Understanding of principles and best practices in labor contract negotiation and interpretation.
- Thorough knowledge of laws, codes, and regulations affecting HR, including public sector regulations for recruitment and selection, employee development, and training.
- Knowledge of office procedures, equipment, and Microsoft Office software, including Word, Excel, and PowerPoint.
- Understanding of research techniques, statistical concepts, methods, and data analysis relevant to HR processes.
- Ability to read and retain laws and regulations pertinent to government agencies.

Ability To:

- Communicate effectively both verbally and in writing, with strong skills in report writing, public speaking, and presenting complex HR topics.
- Establish and maintain effective working relationships with employees, managers, and external partners.
- Manage multiple, changing priorities while maintaining a positive and productive work environment.
- Interpret laws, regulations, and policies accurately and ensure compliance.
- Manage HR projects, oversee recruitment and selection activities, and coordinate special projects.
- Analyze data, summarize findings, and present HR-related reports and recommendations clearly.

- Make sound decisions within established HR guidelines and recommend improvements to policies and procedures.
- Work effectively with individuals from diverse backgrounds, educational levels, and cultural perspectives.

Skill In:

- Provide efficient, courteous service and respond effectively to employee inquiries.
- Strong verbal and written communication skills, including the ability to communicate complex information clearly and concisely.
- Organizing, prioritizing work, and managing multiple, changing priorities while meeting deadlines.
- Excellent interpersonal, team building, and relationship management skills, with the ability to work harmoniously across departments and with diverse groups.
- Exercise independent judgment, wisdom, and discretion, particularly when dealing with confidential or sensitive HR matters.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and operating standard office equipment.
- Maintain accurate and complete HR records, compile data, and prepare reports.
- Interpret and comply with relevant regulatory requirements.
- Deliver training and presentations to various groups effectively.

Experience and Education:

Any combination of experience, training and/or education that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Experience:

Minimum five (5) years of related experience in a human resources capacity.

Education:

Equivalent to graduating from an accredited college or university with major coursework in business administration, personnel management, or related field.

License or Certificate:

None required.

SPECIAL SKILLS AND WORK ENVIRONMENT

Physical Demands:

Mobility to work in a typical office setting. Physical ability to use standard office equipment, including a computer; sit at a desk or stand for prolonged periods; vision to

read printed materials and a computer screen; hearing and speech to communicate in person and over the phone; intermittently twist and reach office equipment; dexterity to use a computer; write and use a keyboard to communicate through written means; lift or carry light weight; travel to and from various sites.

Work Environment:

Work in a standard office setting.

FLSA: Exempt

Established: 2025-01

Revised: