

HUMAN RESOURCES SPECIALIST - 1211

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs a wide variety of complex administrative and technical duties in support of Human Resources, including employee benefits, payroll and job classification administration. Prepares and maintains a variety of reports and files including federal and state reporting, position control, salary schedule, employee evaluations, personnel files, and related matters. Oversees records management for the department. Maintains confidentiality at all times with regards to employee, applicant and labor relations' information. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performs a variety of technical duties, processes payroll, maintains numerous files and provides assistance to applicants and current personnel; resolving human resources-related issues and concerns with discretion and confidentiality; refers more difficult or sensitive issues to supervisor as needed.

Records employee information such as personal data, compensation benefits, tax data, attendance, and termination dates and reason; audits Personnel Action Forms;

Maintains personnel files and confidential records; classify, file and locate a variety of materials according to established practices and procedures; and extract and compile a variety of statistics for reporting purposes as assigned;

Maintains employee records such as masterfiles, leave balances, Workers Comp, COBRA, FMLA, I-9, and Drug/CDL files;

Maintains histories of Performance System, applicant files, position files;

Performs clerical functions for HR Director as needed;

Processes new workers compensation claims and monitors status of existing claims;

Maintains OSHA logs and OSHA history files;

Enters time sheet data; ensures accuracy of all payroll data; makes appropriate changes;

Processes and prepares the payroll; collects, calculates, balances and prints the payroll and deduction checks;

Prepares required monthly, quarterly and annual payroll reports; ensures accuracy of all payroll reports;

Issues time sheets, updates deduction amounts and tax tables;

Designs & processes all ID badges;

Processes employee benefits; ensures new employees complete required forms accurately and completely;

Prepares and distributes job announcements for vacant positions and places advertisements in appropriate print and on-line media; notifies applicants of job status;

Assists in conducting surveys; compiles information and prepares human resources-related reports;

Assists with employee orientation sessions and exit interviews; explains personnel policy to employees;

Orders office supplies as needed;

Performs back up duties to Director;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles, thorough knowledge of related data processing equipment; general knowledge of the practices associated personnel records management, recruitment, and benefits administration; ability to understand and follow oral and written directions; ability to understand and interpret various payroll and human resources policies; ability to follow detailed work procedures; skill in the use of a variety of office machines; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business or accounting.

SPECIAL REQUIREMENTS:

Prefer considerable experience with all current versions of Excel, Word, and PowerPoint.