



## **JOB DESCRIPTION**

**Job Title:** Human Resources Specialist  
**Department:** Administration  
**Salary Range:** (Depending on experience)  
**FLSA Status:** Non-Exempt  
**Revised:** July 2022

**Definition:** Reporting to the Director of Administration, this position proactively leads various human resources operational tasks, including HR policy, employee benefits, payrolls, recruitment, recordkeeping and other duties.

### **Job duties and other areas of responsibility:**

- First point of contact with personnel and candidates on most human resources issues;
- **Recruiting/Intake:** outreach, intake, policy distribution, and benefit enrollment. Coordinate/oversee interviews as assigned and report new hires. Coordinate obtaining seasonal staffing.
- **Performance Reviews:** Tracks and sends reminders to department heads.
- **Separation/Terminations:** Process separations, including collection of badges and other items.
- **Benefits:** Coordinates open enrollment and ongoing enrollments/changes/terminations for various benefits; first point of contact for inquiries/requests/claims and serves as liaison with providers. Lead on organization-wide benefits such as health fares and Thanksgiving luncheon.
- **Payroll:** Serves as timekeeping system administrator and works with District's various timekeepers to process all payrolls, maintenance and coordinates any payroll changes, and deduction remittances. Responsible for periodic filings (i.e. quarterly reports, W-2s, 1094/5C, etc.).
- **Education and Training:** Hotel reservations for education and travel; and certain organization-wide trainings (i.e. active shooter awareness training, etc.). Maintains personnel education/license files.
- **Projects/Research:** Assists Director of Administration with special projects, HR budget development, research, and incident investigations as assigned. Such projects may include market compensation comparisons, HR best practices, emerging labor regulations research, etc.
- **Policy:** First-line of development and enforcement of administrative policies (FMLA, internal policies).
- Cross-train on certain other department functions working possible eventual merging of such tasks into this position (e.g. light bookkeeping, payables processing, etc.).
- Maintains high standards of ethics, integrity and confidentiality.
- Other tasks/projects as assigned.
- Understands and supports safety standards as required by the job; keeps the workplace clean and safe.

### **Minimum Qualifications:**

- Bachelor degree (preferred) from accredited college or university in Human Resources or Business.
- Five years of relevant experience in functions similar to those outlined above;
- Solid practical knowledge of human resources regulations and laws;
- Analytical ability, people skills, and proactive;
- Effective oral/written communication skills and public speaking skills;
- Strong ethics;
- Any combination of credentials may be substituted for the requirements listed as determined by the judgment of the District.

**Environmental Factors:**

All work is normally accomplished in an office environment. Occasional overtime may be required as necessary to accomplish the objectives of the position.

The information contained in this job description is intended to describe the essential functions of the level of work being performed by individuals assigned to this position. The information is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

This job description is subject to change as the needs and requirements of the job change. All employees are required to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.

By signing this document, I confirm that I have read and understand this job description and find it to be an accurate description of the position as it was explained to me.