

HUMAN RESOURCES SPECIAILIST

JOB DESCRIPTION

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| Department | Human Resources | Reports To | Human Resources Director |
| FLSA Classification | Non-Exempt | Effective Date | 2/21/23 (New) |
| EEOC Classification | Administrative Support | Salary Grade | 46 |

**GENERAL PURPOSE:**

The human resources specialist is responsible for administrative and technical human resources support. This includes assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, and other benefit plans. This position will also assist with other day to day activities including recruitment and processing of new employees, new employee orientation, employee engagement activities, work comp, leave of absence programs and office administration.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

The following duties are not intended to serve as a comprehensive list of all duties performed by the individual in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties as assigned.

**Benefits Administration (40% of time)**

* Administration of employee benefits including medical, dental, vision, life, deferred compensation, HSA/FSA, pension, and COBRA.
* Assists with wellness initiatives.
* Administers the tuition reimbursement program.
* Coordinates open enrollment.
* Complies with ACA reporting requirements.
* Reconcile monthly invoices to employee benefits selections.
* Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information.
* Assists with the implementation and update of information in the HRIS system.
* Assists employees regarding benefits claim issues and plan changes.
* Distributes all benefits enrollment materials and determines eligibility.
* Enrolls employees with carriers and process life status changes.
* Responds accurately and timely to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
* Responds to 457 and LAGER’s inquiries from managers and employees relating to enrollments, plan changes and contribution amounts. Manages the annual catch-up contribution enrollment.
* Reconciles all bills, monthly.

**Leave and Work Comp Administration (10% of time)**

* Processes and administers all leave-of-absence requests including FMLA
* Communicates with employees according to state and federal guidelines.
* Processes paperwork for disability, as needed.
* Assists with coordination of work comp injury processes.
* Participates in safety meetings as requested.

**Employment Coordination (20% of time)**

* Places job postings for open positions as requested.
* Assists with the preparation of offer letters and communication to new employees relating to their orientation and start date.
* Processes new employee paperwork, E-verify, I-9, background checks, drug screens, DSS and other requirements, as required.
* Assists with organization-wide new hire orientation.
* Enters new employee information into appropriate systems.

**Employee Engagement (20% of time)**

* Assists with the development and coordination of employee engagement activities.
* Actively participates on the Employee Experience Team.

**Office Administration (5% of time)**

* Completes verification of employments.
* Effectively organizes all documents to ensure records compliance.
* Coordinates the purchase and distribution of items in the employee store.
* Assists with unemployment claims as needed.
* Maintains personnel and benefits files.

**MINIMUM QUALIFICATIONS**

**Required knowledge, skills, and abilities:**

* Extensive knowledge of employee benefits and applicable laws.
* Knowledgeable of state and federal employment laws.
* Ability to develop professional social media posts.
* Ability to act with integrity, professionalism, and confidentiality.
* Excellent written and verbal communication skills.
* Excellent organizational and time management skills.
* Proficient with Microsoft Office Suite or similar software.

**Education and Experience:**

* Associate’s or bachelor’s degree in HR or related field of study preferred. Experience and/or other training/certification may be substituted for the education.
* Two years’ experience in HR and/or benefits administration required.
* SHRM Certified Professional (SHRM-CP), SHRM Senior Certified Professional (SHRM-SCP) or International Public Management Association for Human Resources (IPMA-HR) certification preferred.

**Physical Requirements:**

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at a time.