

## Job Description



**Job Title:** HR Specialist

**Dept:** Human Resources

**Accountability:** HR Generalist

### Job Summary:

The human resource specialist provides support for various HR employee programs within the organization. They will be heavily involved in the hiring/recruiting process by participating in job fairs, maintaining accurate posting in various places, and conducting background checks. They shall prepare new-hire paperwork and personnel files. Help develop and implement training programs. Maintain personnel files in compliance with applicable legal requirements. Keep employee records up to date by processing employee status changes in timely fashion. Processes personnel action forms and ensures proper approvals; disseminate approved forms. Maintain the employee handbook with updated resolutions and other pertinent information, as needed. Exercise confidentiality and discretion. Create and maintain various spreadsheets. Some payroll responsibilities. Other duties as assigned.

### INTERACTIONS

External: Occasional contact with government agencies, insurance agencies, Recruiting sources, professional organizations.

Internal: Daily contact with staff at all levels

### REQUIREMENTS (KSAs)

- Good communication skills
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Relationship Management
- Ethical Practice
- Word processing and computer experience
- Professional interpersonal skills
- Problem-solving abilities/skills
- Acceptance of responsibility and accountability
- Ability to maintain confidentiality
- Organizational skills.
- Attention to detail

- Professional telephone etiquette
- Typing fluency
- Ability to operate various office equipment
- Knowledge and use of correct grammar

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**Staff Member Signature**

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**Date**