



Position Title:	Human Resources Specialist
Date Modified:	March 2021
FLSA Classification:	Exempt
Reports to:	Director of Human Resources
Position Purpose:	Assists and supports the administration of the day-to-day operations of the human resources department and carries out responsibilities in some or all of the following functional areas: HRMS, employee relations, benefits, recruiting, and onboarding.
Work Hours:	7:15 a.m. to 4:15 p.m.
Work Calendar:	Full Year
PTO Designation:	Senior Staff (<i>black-out dates may apply</i>)

Description

The Human Resources Specialist reports directly to the Director of Human Resources. Working with the director of human resources the Human Resources Specialist assists with and supports the administration of the day-to-day operations of the human resources department. The Human Resources Specialist carries out responsibilities in the following functional areas: HRMS, employee relations, benefits, recruiting and onboarding.

Essential Functions and Tasks

- Carries out responsibilities in the following functional areas: HRMS, employee relations, recruiting, benefits and onboarding.
- Acts as the first point of contact for employees who need assistance with benefits, employment verifications, and general questions.
- Maintains current knowledge of FMLA regulations, COBRA regulations and other state and federal laws.
- Updates HRMS and is proficient in all areas of the system.
- Maintains employee records including PTO, salary, insurance, cafeteria deductions and other authorized deductions in the HRMS.
- Prepares and implements onboarding and offboarding of employees.
- Coordinates with other departments in preparing Human Resources printed materials.
- Coordinates CPR and SGC/Praesidium with the nurse and administration office manager.
- Prepares and posts job advertisements, tracks applications, coordinates candidate travel, completes and submits background screenings.

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- Maintains recruitment records and recruiting correspondence.
- Prepares source documentation needed for new hires.
- Prepares for and conducts new employee orientation.
- Reconciles monthly benefit carrier invoices.
- Coordinates annual wellness screening and tracks employees' progress.
- Provides training to managers in the recruiting and performance review modules.
- Prepares separation documents and meets with the separating employee.
- Meets with potential new employees regarding benefits as needed.
- Provides reports and records for audit purposes.
- Anticipates and maintains supplies for the human resources department.
- Maintains and tracks HR department budget.
- Manages time efficiently and meets deadlines.
- Exercises good judgement in handling confidential and sensitive information.
- Coordinates and manages multiple tasks and projects.
- Demonstrates high degree of interpersonal skills, both verbal and written, to communicate policies and procedures.
- Relates effectively with employees.
- Completes administrative duties as required with attention to detail and conformity.
- Performs other duties as assigned by the Head of School and/or supervisor.
- Knowledgeable about school management systems software programs.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the Human Resources Department.
- Adheres to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's HR policies and procedures.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in relevant area such as business administration or human resources preferred
- Minimum three years' experience in human resources
- Independent school experience preferred.
- Strong knowledge of various HR functions and administrative responsibilities and procedures
- Proficient in HRMS, MS Office, Google
- Strong communication and interpersonal skills
- Aptitude for critical thinking and problem-solving
- High character, ethics, commitment, and reliability
- Efficient, organized, and approachable
- Ability to work collaboratively in a team setting and individually with colleagues

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds
- Generally, works in standard office conditions and climate
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines
- May work at a desk and computer for extended periods of time
- Ability to stoop, bend, kneel, stand, walk, reach