



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

The **Human Resource Specialist** assists with the administration of the day to day operations of the human resource department. This position works in conjunction with the Human Resource Director to carry out duties in the following areas: recruitment and orientation, training, benefits, safety and wellness and file management.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Recruitment and Orientation:

1. Handle logistics for all recruitment of employees and volunteers:
  - a. Post and continually update approved job announcements internally and on appropriate websites and newspapers
  - b. Collect and track employment applications
  - c. Respond to applicant inquires
  - d. Schedule interviews
  - e. Conduct reference checks on potential hires
  - f. Prepare and forward status letters to applicants
  - g. Represent WCAP at local career fairs
2. Participate in interview process as requested.
3. Coordinate agency and departmental orientations.
4. Design and provide employee and volunteer orientations.

### Training:

1. Coordinate training needs and resources across all departments.
2. Publicize training events throughout WCAP so that all departments can take advantage of offerings.
3. Assist HR Director with scheduling and performing mandatory trainings (repetitive motion, sexual harassment, etc.).

### Benefit Administration:

1. Conduct benefits orientations and explain benefits enrollment system.
2. Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction.
3. Assist employees with health, dental, life and other related benefit enrollments and questions.
4. Review and respond to unemployment claims with appropriate documentation. Review monthly unemployment statements.
5. Assist HR Director in obtaining statistics and information in renewal process of any health, life and retirement plans that benefit the company.
6. Prepare and set up meetings designed to help employees obtain information and understand company benefits and other related incentive programs. Ensure distribution of required employee notices.
7. Assist HR Director in completing benefits reporting requirements.

### Safety and Wellness:

1. Identifies opportunities to minimize workplace injuries, accidents, and health problems.
2. Conducts safety inspections and audits to assess employee compliance with safety regulations.
3. Review and analyze data to minimize agency risk and improve employee safety.
4. Coordinate workers' compensation claims with third-party administrator. Follow up on claims.

### Position Title:

Human Resource Specialist

### Department:

Human Resources

### Reports To:

Human Resource Director

### Supervises:

N/A

### FLSA Status:

Non-Exempt

### Salary Range:

9

### Last Revised/Approved:

April 2023

5. Conduct workstation evaluations for all news hires and as needed thereafter. Make equipment and/or workstation adjustment recommendations as appropriate.
6. Leads a comprehensive wellness program.
7. Coordinates, plans, and facilitates health activities and programs for employees.
8. Plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.
9. Develops promotion and publicity plans for wellness programs throughout the organization.
10. Compiles statistical summaries of participant data, class attendance, and equipment inventories to ensure proper detailed program evaluation.
11. Actively promotes safety and accident prevention within the workplace.
12. Reports any unsafe conditions, incidents and/or accidents immediately.

#### **Human Resource Administration:**

1. Assist HR Director to maintain accurate and up-to-date human resource files, records, and documentation.
2. Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to HR Director.
3. Maintain the integrity and confidentiality of human resource files and records.
4. Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
5. Provides clerical support to the HR department.
6. Conducts or assists with compliance audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.

#### **Professional Development:**

1. Keep up to date on state and federal regulations governing all aspects relevant to this position.
2. Participate in other local and state level meetings related to all aspects of this position.

#### **Miscellaneous Duties:**

1. Responsible for running errands as needed, e.g. banking, mail run, and picking up supplies, etc.
2. Perform light housekeeping duties.

#### **Non-Essential Duties and Responsibilities:**

1. Performs additional duties as assigned.

### **GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

## PHYSICAL REQUIREMENTS

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; regularly lift and carry up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed primarily in a business office setting. Noise level ranges from quiet to moderate. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## QUALIFICATIONS NEEDED FOR POSITION

### General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance.
- Ability to meet WCAP background clearance requirements.

### Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least two years of experience in Human Resources at a professional level required.
- Ability to interpret federal regulations within contract.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Proficient in Microsoft Word, Excel and Outlook.

### Education Requirements:

The following education requirements are considered essential:

- Bachelor's Degree in Business Management or Human Resources, or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- HR Certification preferred.

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

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Employee Signature

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Date

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Supervisor Signature

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Date