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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Human Resources Specialist

**DEPARTMENT:** Finance & Administration **FLSA:** Exempt

**LOCATION:** Union Campus **LEVEL:** 203

**REPORTS TO:** Director, Human Resources **DATE:** 06/06/2017

**POSITION SUMMARY:** Responsible for providing assistance with personnel processes, employee insurance benefit program and responding to employee inquiries.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor’s degree; completion of a human resources certification preferred; two years related experience

**ESSENTIAL TASKS:** (*Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.)5*

* Manage the employee insurance benefits program (ie, new/open enrollments, billing, maintain compliance)
* Manage personnel employment process
* Manage ACA reporting (monthly/annually) and prepare report to be sent to IRS and 1095 C reports to employees.
* Respond to employee inquiries regarding insurance plans, policies, procedures, benefits, etc.
* Work with institutional research department to prepare IPEDS annual report.
* Prepare or update employment records related to hiring, transferring, promoting, and terminating.
* Coordinate and conduct new employee orientation.
* Maintain and update employee personnel and payroll files, (including production of employment contracts, appointment sheets, memos to hire, checklists).
* Ensure compliance with applicable federal and/or state laws, regulations, College policies and procedures, etc.
* Manage COBRA and retiree monthly insurance billing.
* Manage online insurance enrollment and billing processes.
* Prepare internal and external communications to include letters, memos, reports, notices, benefit information, board packet materials, etc.
* Maintain and update job descriptions for all employee groups.
* Report workman comp injuries online and work with MUSIC insurance company if additional treatment is needed.
* Assist with Wellness Initiative Program.
* Coordinate FMLA processes and procedures and manage FMLA files and correspondence with employees.
* Coordinate various special events, training, assignments and projects.
* Assist with applicant screening and interview process as needed.
* Maintain communications with retirees regarding insurance benefit information.
* Respond to unemployment claims.
* Assist with employee training, as needed.
* Exercise utmost discretion in handling confidential matters.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
* Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, and standards in a safe and efficient manner, with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:**

Knowledge of College Board Policies and Procedures; knowledge of applicable laws, rules, regulations and/or policies and procedures (ADA, FMLA, FLSA, ERISA, HIPAA, COBRA); knowledge of business letter writing and report preparation; knowledge of payroll and personnel record keeping principles and practices. Modern office procedures, methods and computer equipment. Ability to exercise discretion in handling confidential matters. Ability to use appropriate telephone procedures. File management skills. Excellent spelling, grammar and proofreading skills; Excellent oral and written communications skills; Excellent interpersonal skills; Excellent computer skills in Microsoft, including Word and Excel. Ability to read, interpret and apply laws, rules, regulations, policies and/or procedures; Ability to communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing; Ability to maintain confidentiality of records; Ability to prepare clear and concise reports, correspondence and other written materials; Ability to work under minimal supervision; Ability to organize and prioritize multiple tasks; Availability to work or meet in the evenings and/or on weekends.

**LEADERSHIP and COMMUNICATION SKILLS:**

Follow complex rules or systems, using professional literature and technical reports; and/or enforce laws, rules, regulations, or ordinances. Communicate with internal and external groups; write manuals and complex reports; persuade or influence others in favor of a service, point of view, or course of action. Establish and maintain effective working relationships with employees and vendors. Ability to deal with people in a manner which shows sensitivity, tact, friendliness and professionalism.

**DECISION-MAKING and ANALYTICAL SKILLS:**

Requires frequent decision making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service or product. Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* **Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel locally to participate in meetings, conferences, and other activities related to the operations of the colleges.
* **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:**  *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.*