



## Job Description

**Job Title:** Human Resource Specialist

**Work Location:** Chandler Office

**Division/Department:** Administration

**Reports to:** CEO

Full-time  
 Part-time

Exempt  
 Nonexempt

**Work Schedule:** This position works Monday through Friday, traditionally during normal business hours. Evenings and weekends may be required on occasion.

### Position Summary:

The Human Resources Specialist serves as the team leader for human resource functions within a non-profit social service setting with approximately 45-50 employees. The position will perform a variety of highly responsible and complex human resources, payroll and related administrative tasks. The position involves significant teamwork and collaboration.

### Essential Duties and Responsibilities include the following, other duties may be assigned:

- Develop and implement human resource policies and procedures in compliance with government and funder regulations. Provide training to supervisors and staff on the Employee Handbook and related policies.
- Develop and maintain updated job descriptions. Post and advertise job opening announcements. Screen applicants and assist supervisors in the development of interview/screening questions. Check references and conduct required background checks. Conduct new hire/on-boarding and termination/off-boarding processes.
- Maintain employment and personnel records in compliance with regulations and policies. Maintain wage charts, employee listings and similar internal documents. Prepare and process claims and reports for workers' compensation, unemployment, EPSL/EFMLA claims, and related requirements.
- Serve as a main point of contact with insurance carriers. Manages open enrollment and provides information to employees on benefits. Process applicable COBRA notices.
- Process bi-weekly electronic payroll in collaboration with an outside accounting firm. Accurately process employee payroll status changes, payroll deductions, vacation and sick leave accrual and usage, and related tasks.
- Coordinate staff development and training.
- Assist supervisors with performance corrections and employment relations issues, in collaboration with the executive team. Provide conflict resolution and oversee progressive corrective action practices as needed.
- Implement company culture, values, and policies.
- Coordinate events and activities focused on employee recognition.
- Keep management informed of trends, concerns, successes, and other issues requiring attention.
- Exercise confidentiality, sensitivity, and professionalism.

**Duties and responsibilities may change or new ones may be assigned at any time with or without notice.**

### Education and/or Work Experience Requirements:

- Bachelor's degree in human resources, business or a similar field preferred.
- Minimum of three years of experience in human resources with a work history that demonstrates progressive responsibility. Knowledge of principles and practices of personnel administration and related regulations, including labor and employment laws. Nonprofit experience preferred.
- Strong organizational abilities, attention to detail, and problem-solving skills. Ability to work independently and review own work for accuracy.
- Effective written communication skills. Ability to compose human resource documents and correspondence.

- Highly effective oral communication and interpersonal skills. Ability to build rapport with all employees. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse employees, constituents and communities. Multicultural competency. Bilingual Spanish-English helpful.
- Proficiency in using related computer technology and office equipment.
- Possess valid AZ driver's license and vehicle to use in performance of job.
- Ability to obtain Level I Fingerprint Clearance Card and pass a Central Registry background study.

**Physical Activities and Demands:**

- Constantly
  - remain in a stationary position, often standing or sitting for prolonged periods.
  - move about to accomplish tasks or moving from one work site to another.
  - communicate with others to exchange information, via use of computer, software systems, email, and phone.
  - repeat motions that may include the wrists, hand, and/or fingers.
  - assess the accuracy, neatness, and thoroughness of the work assigned.
  - perform the essential job functions consistent with the ADA and other federal, state and local standard in a safe and successful manner.
  - maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.
- Occasionally
  - adjust or move objects up to 25 pounds in all directions.
  - operate a motor vehicle.

**Environmental Conditions:**

Work is performed in an office setting.

**Approved By:**

**Approved Date:**

**Print Employee Name:**

**Employee signature:**

**Date:**