

## Human Resources Specialist

**REPORTS TO:** Human Resources Manager

**FLSA STATUS:** Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

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### Job Summary:

Responsible for coordinating and disseminating all aspects of employee benefit and general information to employees, including administration of programs in cooperation with the broker, including completing reports within time limits established by contract and regulations within the Human Resources Team.

### Essential Functions:

The Human Resources Specialist will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees. The Human Resources Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Human Resources Specialist will demonstrate competency to perform essential functions that include:

1. Works with Payroll and Benefits Analyst to coordinate all PGCCS employee insurance plans, enrollment meetings, benefits, resolution of problems, managing data transfer files between broker, vendors, and employees.
2. Post all job openings via PGCCS website and other media as appropriate.
3. Process applications to include screenings and ensure applicants receive appropriate response letters or phone calls and notation of such communication is recorded.
4. Responsible for submission of Arizona New Hire Reporting and all appropriate reporting for employees.
5. Complete onboarding for new hires to ensure all legal requirements are met.
6. Schedule NEO for new hires.
7. Maintain accuracy and confidentiality of personnel, confidential and applicant files (including archiving and both electronic and hard copy formats).
8. Ensure data entered into HRMS is correct and up to date.
9. Responsible for ensuring timely review, monitoring and follow-up on status of staff requirements (e.g. health examinations and certifications, etc.) relaying information to respective supervisors and staff per designated protocol.
10. Maintains up-to-date and thorough knowledge of employee benefit provisions and eligibility requirements.
11. Calculates and verifies employee leave accrual amounts and monthly premium state payroll.
12. Maintains accuracy and confidentiality of personnel files and employee information.
13. Maintains inventory of iPads, Keyboards, pens and iPhones and distributes to approved staff.
14. Responsible for the integration of forms, systems, and network into the iOS mobile devices.
15. Uses a variety of technology, software to include recording, social media, and training formats, to facilitate and provide employee training. (i.e., iPad, Apple TV, Facebook, website, etc.).

16. Carries out special projects as assigned (i.e. data processing, data communication concepts, services, and multimedia design) and prepares a variety of documents/reports using a variety of software programs to include Microsoft Office Suite, Adobe Photoshop, and database reporting.
17. Provides technical support to sites and departments, as well as troubleshooting, diagnosing, and solving issues with software.
18. Provide training and technical assistance on iPads, iPhones, IOS systems, and installed apps, Microsoft Office, Applitrac, HR Management database.
19. Manage and update social media accounts as required.
20. Develops forms and composes letters, as necessary.
21. Back up to the Administrative Assistant assigned to front desk.
22. Utilize virtual platforms for meetings and communications.
23. Report regularly to the Human Resources Manager.

**Minimum Qualifications:**

1. HSD, AA degree preferred or experience equivalent in Human Resources, Business, or Organization Development. All education must be from an accredited institution.
2. Strong computer skills in Microsoft Office and Human Resources software.
3. Two years of experience in; Human Resources and Personnel field, and computer experience.
4. Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
5. Health Questionnaire is required at hire and will be updated every 3 years.
6. Meet all agency, state and federal required immunizations or have an approved exemption on file.
7. Employee must be able to speak, read, write, and understand English.

**Knowledge, Skills, and Abilities:**

1. Knowledge of data processing methods, information storage, and information retrieval techniques required.
2. Knowledge of: Head Start Program Performance Standards
3. Ability to work in an office setting, experience with basic record-keeping practices and basic human resources procedures.
4. Demonstrate the understanding of the DC reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. The hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood

or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions odors, dust, mold, and poor ventilation.

**Acknowledgements:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date