

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Administration
Job Description

Date: August 2016

Salary Grade: 10-12

Exposure Determination Category: 3

Chart: 1 Non- Exempt

Job Title: Human Resource Specialist I

Reports to: Director of Human Resources

Areas of Responsibility: Actively participate in providing a full range of human resource/personnel services; confidential maintenance of all personnel records; assist with the agency benefit programs; assist with the recruitment/hiring process.

Major Duties:

1. Maintenance of effective record keeping system of personnel files for easy retrieval of data:
 - Update and maintain personnel files to document personnel actions in ADP and in the employee personnel file;
 - Record employee information such as performance reviews, emergency contacts, licensure, credentials and training in ADP;
 - Examine employee files to answer inquiries and provide information to authorized persons;
 - Compile data personnel records and prepare reports;
 - Respond to reference check requests.
2. Assist Director of Human Resources in implementing assigned employee benefit programs;
 - Coordinate employee enrollment in assigned agency benefit programs.
 - Maintain current list of participants and notify appropriate parties of status as necessary, maintain appropriate files.
 - Prepare reports for management review.
 - Audit Paid Time Off, Extended Illness hours, and FMLA usage in ADP and provide support to supervisors and auditors in use of ADP reporting.
 - Interact in a positive manner as a liaison between CAPWN, benefit providers and employees.
3. Facilitate the recruitment/hiring process;
 - Complete job postings in house and with on-line providers and newspaper advertising
 - Arrange interviews, including providing interview packets to interview committees
 - Complete background check packets, including EEOC information
 - Complete new hire required paperwork
 - Maintain and update the personnel data in ADP
 - Notify IT of new hires
4. Respond to phone and written requests requiring verification of employment.
5. Remain updated and aware of federal, state and grantee regulations including but not limited to: Nebraska Equal Opportunity, State Unemployment Insurance,

- Nebraska Workers Compensation Standards, Fair Labor Standards Act, Occupational Safety and Health Act, substance abuse and other significant issues.
6. Participate in orientation of new employees.
 7. Act as relief receptionist including processing of mail and log in all monetary amounts received in the mail.
 8. Assist the Human Resource Director in the daily administration of HR services.
 9. Support training sessions directed by the Human Resource Department.
 10. Attend training sessions, workshops and other meetings as requested.
 11. Maintain standards of confidentiality regarding program and staff.
 12. Promotes respect and welcoming of staff and potential employees that foster internal collaboration and support of programs.
 13. Other duties as assigned

Working Conditions:

- Office 90%, 10% training, meetings, and community interaction.
- Work requires ability to meet tight timelines.
- Some evening and week-end hours.

Physical Requirements:

- Ability to bend, stoop, squat, crouch, push and pull file drawers.
- Fine manipulation of hands for repetitive action.
- Operate office machines.
- Occasionally lifting and carrying up to ten pounds.
- Must regularly talk, hear and have close vision ability.

Minimum Qualifications:

Grade 10:

1. High School diploma or equivalent and three years office experience.
2. High level of computer skills, understanding and using complex software system with data entry at 6100 keystrokes/hour.
3. Age 21 or above.
4. Able to be notary.
5. High level of accuracy of work performed and good mathematical skills.
6. Advanced level of organizational skills in maintaining systems.
7. Position requires proficient oral and written communication; teamwork and managing conflict.
8. Establish and maintain cooperative working relationships.
9. Organize material and information in a systematic way to optimize efficiency and minimize duplication.

Grade 11:

1. Meet the qualifications above;
2. AA degree in accounting or related field or five years personnel or payroll office experience.

Grade 12:

1. Meet qualifications above;
2. Specialized training or credential within the field.