



JOB DESCRIPTION

Job Title	Human Resource Specialist	Job Grade	17
Department	MLS Human Resources	Supervisor	Director of Human Resources

POSITION SUMMARY

The Human Resources Specialist is responsible for carrying out a variety of functions in the department, under the direction of the Director of Human Resources. Functions include recruiting, selection, placement, training, employee safety, and other related duties. The Human Resources Specialist is required to maintain a high degree of confidentiality, and specific knowledge of company policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organizes the recruitment, selection and placement of new employees.
- Tracks and monitors existing position vacancies, posting positions both internally and externally. Advertises online, organizational website, in newspapers, on radio and recruits off-site at job fairs and local schools, universities, and unemployment offices.
- Coordinates with supervisors to schedule applicant interviews and ensure they have a good understanding of the job (Realistic Job Preview).
- Obtains work related and character references and consults with supervisors on selection and placement of suitable applicants.
- Obtains criminal history background checks in accordance with the regulations of the employing corporation.
- Makes job offers to successful applicants, schedules post-offer screenings (physicals, etc.) and orientation training sessions.
- Completes employment documents with all new employees and ensure compliance with employment laws by reviewing the pre-employment checklist.
- Revises the New Employee Orientation program in conjunction with the Director of Human Resources to ensure content is current and compliant with applicable employment laws and governing regulations.
- Creates new employee accounts in learning, benefit, and client monitoring systems.
- Coordinates rotating scheduling of administrative employees to present portions of orientation and provides them with new material when changes are made. Fill in as orientation trainer when required.
- Manages the Martha Lloyd Community Services' LinkedIn page.
- Corresponds with applicants, employees, families, and friends of MLCS. Monitors content on social media pages and remedies any issues that arise to ensure content is positive and professional.

- Maintains Human Resources Information System (HRIS) and tracks employment history for all employees.
- Updates personnel records and data files. Assist employees with forms and procedures as needed.
- Works closely with the payroll department to ensure accuracy of employment information, such as full-time/part-time status, wages, etc. Compiles statistical information and reports related to payroll, recruiting, compensation, training, etc.
- Provides notices to supervisors for a variety of policies and procedures, including probationary reviews, performance reviews, and recurring background checks.
- Provides notice to employees regarding eligibility for a variety of benefits, including 401K and healthcare benefits. Refers interested employees to the Director of Human Resources for enrollment.
- Completes employment verifications (for both former and current employees) to other employers, state agencies, and other organizations in accordance with MLCS policies and procedures.
- Using available information or obtaining information from available resources generates a variety of reports to be used internally or for submission to state/federal governments (i.e. Department of Labor, Equal Employment Commission, etc.).
- Leads the MLCS Retention & Recruitment Committee. Collects, as well as reports recruitment and retention data to the Director of Human Resources and committee for internal use.
- Maintains working relationships with employees and supervisors to provide positive human resources support and guidance.
- Conducts employee satisfaction surveys, stay interviews, exit interviews, and manages employee relations issues in the absence of the Director of Human Resources.
- Coordinates placement of volunteers and interns. Provides pre-placement training and ensures completion of all required documentation. Refers students to Privacy Officer for review of any written reports before submission to school/university.
- Performs other duties as assigned by the Director of Human Resources or designee.
- Responsible for monitoring all policies, laws, regulations and codes of Martha Lloyd Community Services.
- Responsible for responding to emergencies in accordance with company policies, procedures and training certifications.
- Responsible for reading memos, posted notices, and mail as appropriate in order to be familiar and up –to-date with responsibilities.

Training

- Completes and maintains all required certifications such as First Aid/CPR, Medication Administration, etc.
- Attends meetings and training sessions as required.
 - Responsible for completing 24 hours of in-service training annually, including all mandatory trainings.
- Completes annual trainings as required by regulatory agencies.

Communication

- Provides information to other departments or outside agencies for insurance benefits, Workers' Compensation, or other related purposes.
- Acts and communicates, as a representative for MLCS, in a professional manner when required, to state officials, community partners, local businesses, employers and employees;
- Maintains confidentiality.

Teamwork

- Attends a variety of meetings.
- Provides relief to the Receptionist on occasion by greeting visitors, answering incoming calls, taking messages and communicating with the On-Call personnel. Ensures security of the building, keys, visitors, and vehicles.
- Treats all individuals and coworkers with dignity, respect and fairness.
- Provides support to other team members as needed.
- On occasion, may need to assist individuals who visit the site with personal hygiene or performs tasks of hygiene for individuals as needed. This may include, but is not limited to, toileting, bathing/showering, or dressing to ensure a well-groomed appearance and self-confidence.

Documentation

- Generates various reports to be used internally or for submission to state/federal governments (i.e., Department of Labor).
- Performs administrative and/or clerical functions for the Director of HR, including scheduling appointments and meetings, preparing correspondence (FMLA, workers compensation, termination letters) and completing reports as assigned, including filing all employee records, scanning documents to create electronic files, and shredding documents after confirming files are successfully saved electronically.
- Ensure that all documentation is completed accurately and in a timely manner;
- Clocks in and out before and after every shift and submits leave requests when applicable.

Safety

- Reports unsafe conditions, environment, and equipment to their supervisor.
- Follows safety protocols to foster a safe working environment.
- Responsible for responding to emergencies in accordance with company policies, procedures, and training certifications.

Performs all other duties as assigned.

JOB REQUIREMENTS

- Minimum of Associate's degree, from an accredited college or university, with coursework in the field of Management/Human Resources and at least 1 year work experience in a Management/Human Resources work environment.
- Be 18 years of age.
- Intermediate to advanced computer skills.

- Able to perform essential duties listed above.
- Able to work on holidays and during inclement weather.
- Pass post-offer physical exam: Safety lift/push/pull/carry 30+ lbs. Constant bending, sitting, standing, walking, lifting, carrying, twisting and reaching. Frequent stooping, squatting, pushing, pulling and upper extremity grasping. Occasional climbing, kneeling, and driving.
- Pass post-offer drug screen.
- Possess and maintain a valid driver's license and have a clean driving record.

This Job description is subject to change.

Employee Name: (print)		Date:	
Employee Signature:			
Supervisor/HR Signature:			