



Position Description

POSITION TITLE:	Human Resources Specialist
DEPARTMENT:	Administration
REPORTS TO:	General Manager
SUPERVISES:	1 P/T Administrative Assistant
FLSA STATUS:	Exempt
BARGAINING UNIT:	None

BASIC FUNCTION

Under the direction of the General Manager this position plans, organizes, coordinates, directs and evaluates the recruitment, selection, classification, compensation, safety, training development and labor relations function of the Company. Additionally, assures compliance with all Company, State and Federal policies, procedures and laws.

Essential Duties and Responsibilities

1. Resolves issues related to employment, compensation, grievances and other labor-related issues.
2. Administers various HR plans and procedures for the Company.
3. Develops Company HR related policies and procedures.
4. Prepares and maintains employee handbook, as well as policy and procedure manuals.
5. Administers compensation programs.
6. Performs benefit administration including claim resolution, change reporting and communication of benefit information to employees.
7. Monitors employee performance evaluation programs.
8. Conducts recruitment, selection and placement effort for all Company openings.
9. Performs new employee orientations.
10. Investigates labor/compensation complaints and Union Agreement compliance.
11. Prepares and maintains budget for the department.
12. Assists General Manager and Department Managers with performance, grievance, and policy issues.
13. Maintains worker compensation and unemployment claims and records.
14. Maintains employee personnel files.

Other Duties and Responsibilities

1. Coordinates the Company's Safety Committee.
2. Performs related duties and responsibilities as required or assigned.
3. Maintains training records and identifies staff training needs.

Education and Experience

Any combination equivalent to a bachelor's degree in human resources or related field and three years of increasing responsibility in personnel experience involving compensation, classification, labor and employee relations and benefit administration. PHR Certification preferred.

Knowledge, Skills and Abilities

1. Knowledge of personnel practices, methods, concepts and procedures.
2. Knowledge of state and federal laws governing personnel administration, labor relations, and EEO.
3. Knowledge of collective bargaining techniques, concepts and practices and labor contract administration and grievance processing.
4. Knowledge of recruitment and selection practices, procedures and concepts.
5. Knowledge of human resources management, including benefits administration, workers' compensation, safety and general risk management practices.
6. Ability to communicate clearly and concisely in written and oral forms.
7. Ability to develop and implement effective personnel practices and policies.
8. Ability to administer labor contracts, process grievances and counsel departments concerning employee/employer relations.
9. Ability to exercise independent judgment in evaluating problems and proposal and develop solutions as alternatives.
10. Ability to provide useful guidance to supervisory personnel in dealing with sensitive personnel issues.
11. Ability to establish and maintain effective working relationships.

Financial Responsibilities

None

External Contacts

Job applicants, previous employees, representatives from government agencies such as Employment Security and Labor and Industries, and outside vendors.

Physical Requirements

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; talk and hear. The employee is frequently required to sit and walk; reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus. Ability to lift 20 pounds.

Job Conditions

Work is performed in an office setting. Requires sitting at a desk for extended periods of time; requires use of a personal computer workstation for extended hours.

Other Requirements

Perform additional duties as required. Report to work with a neat and clean appearance.