



HUMAN RESOURCE SPECIALIST

Summary of Position:

The Human Resource Specialist will lead and direct the routine functions of the Human Resources (HR) department in the areas of: Recruitment and Selection, Training and Development, Performance Management, Employee Relations, Employment Law and Compliance, Compensation and Benefits and Administration, Payroll & HR Systems. This position is a full-time position and reports to the President & CEO.

Essential Job Functions:

- Partner with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, succession planning and agency growth.
- Provide support and guidance to subordinates, consultants, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manage the talent acquisition process, including recruitment, screening, interviewing, and hiring of qualified job applicants. Collaborate with department managers to understand skills and competencies required for openings.
- Analyze trends in compensation and benefits; research and propose competitive base and incentive benefit programs as appropriate to ensure the organization attracts and retains top talent. Establish salary ranges, position titles/descriptions and make recommendations to supervisors and board as needed.
- Administer employee benefits and compensation programs.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversee employee disciplinary meetings, terminations, and investigations.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices. Review policies, practices, bylaws, and accreditation standards to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Perform other duties as assigned.

Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization’s HR, payroll and talent management systems.
- Willingness to participate in reflecting consultation/supervision to help mitigate the exposure to secondary traumatic stress in the workplace.

Knowledge, and education requirements:

- Bachelor’s degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

Working Conditions:

The majority of work will be performed with in a climate-controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities or requirements.

Employee Signature

Date

CAN Representative

Date