

**JOB TITLE:** Human Resources Specialist

**DEPARTMENT:** Finance & Administration

**FLSA:** Exempt

**LOCATION:** Union Campus

**LEVEL:** 203

**REPORTS TO:** Director, Human Resources

**DATE:** 03/5/2019, 6/6/2017, 5/22/2014

**POSITION SUMMARY:** Responsible for the administration of the College employee benefits, wellness program, workers' compensation reporting, manage FMLA, new employee orientation, maintenance of job descriptions and provide assistance with personnel processes, search committees and responding to employee inquiries.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree; two years related human resources experience; completion of a human resources certification preferred.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Manage the employee insurance benefits program (new/open enrollments, renewals, retirees, billing, maintain compliance, COBRA)
- Coordinate and conduct new employee orientation and ensure successful onboarding of employees.
- Coordinate and administer the employee wellness program.
- Coordinate FMLA processes and procedures, manage FMLA files and correspondence with employees.
- Respond to employee inquiries regarding insurance plans, policies, procedures, benefits, etc.
- Report workers' compensation injuries and work with insurance company if additional treatment is needed.
- Manage the maintenance of job descriptions for all employee groups.
- Manage ACA reporting (monthly/annually) and prepare report to be sent to IRS and 1095 C reports to employees.
- Work with institutional research department to prepare IPEDS annual report.
- Provide support and assistance to search committees on recruiting, interviewing and hiring.
- Ensure compliance with applicable federal and/or state laws, regulations, College policies and procedures, etc.
- Prepare internal and external communications to include letters, memos, reports, notices, benefit information, board packet materials, etc.
- Maintain communications with retirees regarding insurance benefit information and monthly insurance billing.
- Assist with employee training, as needed.
- Exercise utmost discretion in handling confidential matters.
- Remain current on HR and organizational leadership trends and research-based knowledge.
- Operate with minimal guidance and be a self-directed learner who is flexible and adaptable to changing environments.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, and standards in a safe and efficient manner, with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:**

Perform professional-level work requiring a wide range of administrative, technical, accounting, legal, or managerial methods applied to complex problems. Knowledge of college policies, procedures, and practices; knowledge of Title VII, (ADA, FMLA, FLSA, ERISA, HIPAA, COBRA, FERPA) and other applicable laws, rules, regulations and/or policies and procedures applicable to employment and education.; knowledge of payroll and personnel record keeping principles and practices. Modern office procedures, methods and computer equipment. Ability to exercise discretion in handling confidential matters; excellent oral

and written communications skills, interpersonal skills. Ability to read, interpret and apply laws, rules, regulations, policies and/or procedures; Ability to communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing; Ability to maintain confidentiality of records; Ability to prepare clear and concise reports, correspondence and other written materials; ability to work under minimal supervision.

**LEADERSHIP and COMMUNICATION SKILLS:**

Ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to meet timelines and follow-through; ability to present materials effectively to employees; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to handle personnel issues in a highly confidential manner; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning; ability to participate as a team member.

**DECISION-MAKING and ANALYTICAL SKILLS:**

Requires frequent decision making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service or product. Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures and promote efficiency; ability to plan, organize and implement assigned responsibilities.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to travel locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

**POSITIONS SUPERVISED:** None

**EMPLOYEE SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

\_\_\_\_\_  
Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*