

Human Resource Specialist (Exempt)

SUMMARY: Reporting to the President and CEO, the Human Resource Specialist role is a part time position equivalent to .8 FTE. S/he is responsible for a variety of human resources activities that support the day-to-day human resource operations for CAPH and SNI, which together employ twenty people. The individual who serves in this role must understand and embrace the CAPH/SNI Values— excellence, meaningful work and dedication to the mission and collaboration with shared accountability. S/he must also appreciate both organizations' strategies, goals, processes and interdependencies in order to maintain and develop appropriate HR systems and programs and to effectively manage the external HR outsourced arrangement. This position is classified as exempt.

PRIMARY RESPONSIBILITIES: The HR Specialist serves as the in-house source of HR support for CAPH/SNI. Under limited supervision and generally accepted practices, the HR Specialist interfaces with CAPH/SNI's outsourced HR company (currently ADP) to ensure the vendor is providing excellent customer support. Detailed responsibilities include:

- Maintaining the HR Information System by timely inputting new employees, and existing employee status changes, 401(k) contributions, paid time off requests, leave of absences, and non-exempt time records
- Training employees on the use of the HR portal and the employees' responsibilities on maintaining personal information
- Coordinating communication of any HR information to employees such as year-end tax processing, vacation/holiday schedules, HR policies, or compliance standards
- Anticipating management needs by developing accounting and HR reports that inform business decisions
- Conducting audits of HR information to ensure compliance
- Communicating and making adjustments to records or processes as required to ensure accuracy
- Maintaining appropriate personnel files

In partnership with the hiring manager, manages the recruiting process which includes:

- Developing job descriptions that meet the needs of the organization and include competencies
- Identifying recruiting strategies and posting sites
- Coordinating interview teams and schedules
- Screening resumes and working with the hiring manager to coordinate initial phone screens
- Conducting initial interviews and informing candidates of status
- Conducting background checks
- Obtaining and providing reference materials for the hiring manager
- Conducting interview pre-meetings and/or debriefs
- Developing materials for candidates and interviewers to ensure an efficient and clear process
- Preparing offer letters

- Ensuring proper on-boarding and integration into the organization which includes development and updating of on-boarding materials

The Human Resources Specialist coordinates the organization's benefits & compensation programs. This includes:

- Assisting in the compensation & benefits planning process
- Assisting employees with benefits questions if not resolved through the external vendor or HR portal
- Working with employees on paid and unpaid leave processing
- Processing workers' compensation claims
- Developing and managing employee recognition strategies
- Participating on 401(k) and/or Pension Plan Project Committees and partnering with external investment management or related service groups to provide materials and information for compliance reporting. Provides materials and documentation to employees, as appropriate.

The HR Specialist assists in employee relations matters as appropriate, which includes:

- Assessing employee and management training needs and brokering with external consultants to provide high quality educational programs. Assists employees with determining external training sources that support development plans.
- Assessing employee concerns and engaging external outsourced Human Resources Representative on resolving employee relations matters or investigations
- Developing and maintaining employee handbooks, on-boarding materials, and HR guidelines and policies
- Participating on teams that create/sponsor employee events or team building activities
- Presenting HR information at staff meetings
- Assisting in the performance management process
- Responding to employee questions regarding HR policy or procedures
- Conducting exit interviews and providing feedback to management when necessary
- Ensuring the update of compliance posters

KNOWLEDGE & EXPERIENCE:

- Degree or equivalent experience
- At least 5 years of HR experience in a concentrated HR discipline (recruiting, benefits, training, etc) or broad HR knowledge gained through supporting multiple HR functions
- Meeting and event planning and coordination, including ability to produce organized, polished and accurate schedules, agendas and planning documents
- Strong oral communications and writing skills and demonstrated ability to develop HR policies
- Working knowledge of Microsoft Office Suite, including experience with scheduling multiple resources and personnel through Outlook and demonstrated ability to develop Excel spreadsheets
- High attention to detail required with a focus on meeting critical deadlines
- Experience accessing and entering information into an HRIS or Payroll system, ADP a plus
- Excellent interpersonal skills and ability to interact professionally and courteously with members, legislative offices and other external contacts

KEY COMPETENCIES:

- Action Oriented: Enjoys working hard, is full of energy for challenging work, not fearful of acting with minimum planning
- Approachability: Is easy to approach and talk to, is warm, sensitive with confidential conversations, and is a good listener
- Composure: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can handle stress
- Customer Focus: Is dedicated to meeting the expectations and requirements of management and staff. Acts with employees' best interest in mind, establishes and maintains effective relationships and gains their respect.
- Integrity & Trust: Is widely trusted, is seen as a truthful individual, keeps confidences, and admits mistakes.
- Interpersonal Savvy: Relates well to all kinds of people, builds appropriate rapport; builds effective relationships, uses diplomacy and tact.
- Learning on the Fly: Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar task; quickly grasps the essence and the underlying structure of anything.
- Listening: practices attentive and active listening; has the patience to hear people out.
- Peer Relationships: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
- Problem Solving: Uses rigorous logic and methods to solve sensitive problems with effective solutions; probes all sources for answers; looks beyond the obvious and doesn't stop at the first answer.
- Self-Development: Is personally committed to and actively works to continuously improve self; works on compensating for weakness and limits.
- Time Management: Uses his/her time effectively and efficiently, concentrates efforts on high priorities.

To apply, submit cover letter and resume to Erica Fornshell, Director of Operations,
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