

HUMAN RESOURCES SPECIALIST

GENERAL STATEMENT:

Provides generalized support to the Human Resources Department.

REPORTS TO:

Director of Human Resources

OCCUPATIONAL GROUP:

Auxiliary

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

An associate's degree in office occupations, business, accounting, or a related field preferred. Five (5) years of related office experience will be considered in lieu of formal education.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

A minimum of two (2) years full-time office experience required; five (5) years preferred.

OTHER:

Must possess the following skills:

- Excellent written and verbal communication skills.
- Outstanding computer skills to include Microsoft Office applications, specifically in Outlook, Word and Excel, and Adobe Reader/Writer.
- Be able to interpret and apply administrative policies and procedures.
- Be well organized and thorough.
- Keen attention to detail.
- The ability to use discretion and ensure confidentiality of personal information.
- The ability to relate well to a diverse faculty and staff population.

DUTIES AND RESPONSIBILITIES:

- Responsible for creating and maintaining an organized, professional office environment and serving as an ambassador of the college to job seekers.
- Maintain multi-line telephone system: directs calls, takes messages and answers questions related to HR & Administrative policy and procedure.
- Create, generate, and update correspondence, memoranda, reports, department materials, etc. as needed.
- Establish and maintain up-to-date scanning and recordkeeping system for personnel records.
- Post job announcements for position openings and contact other agencies as required, i.e. TWC.
- Maintain stock of work-packets for full-time, part-time, and student employees.
- Accept and log applications and review for accuracy and completion.
- Generate and maintains application and hiring packets to provide to hiring supervisors.
- Generate "position filled" letters upon selection of candidates.
- Complete work-packets with new employees in support of the Benefits Specialist.
- Provide information to employees regarding established policy and procedures.
- Assist in the maintenance of current personnel files.

HUMAN RESOURCES SPECIALIST

- Assist employees with information changes in order to maintain up-to-date personnel files, i.e., name changes, address changes, etc.
- Assist Director with employee notification for employee functions, etc.
- Generate HR reports as needed.
- Provide notice and support to supervisors for 90-day and annual evaluations.
- Accept and complete Drivers Licenses checks on all new employees and notifies supervisor and Director of Transportation upon clearance.
- Process background checks on all new employees and notifies supervisor and Benefits Specialist of clearance.
- Assist HR Director in the Maintenance of Employee Injury Plan.
- Operate various office machines such as computer, printer, 10-key, copier, fax, etc.
- Maintain stock of office supplies, including monitoring inventory and reordering as needed.
- Collects mail on a daily basis and distributes to its appropriate place.
- Generate purchase orders as necessary.
- Assist in completing required travel documentation for Department Director.
- Provide back-up to the Benefits Specialist, as needed.
- May be required to work over-time as needed in peak seasons.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Work requires the physical demands of standing, bending, lifting, stooping or performing other work requiring light physical exertion (up to 30 lbs) on an occasional basis (up to 15% of time) and frequent walking; or moderate physical exertion (up to 50 lbs) on an intermittent basis (not a routine part of the job.)

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 9/20/10

Revised:

JD468