****

**JOB DESCRIPTION – HUMAN RESOURCE SPECIALIST**

**POSITION IDENTIFICATION:**

**Functional Title:** Human Resource Specialist (HRS)

**Supervisor:** Business Office Manager

**FLSA Status:** Non-Exempt

**Grade(s):** 7, 8, 9 (dependent on level I, II, or III placement**)**

**POSITION OVERVIEW:**

The **Human Resource Specialist** provides oversight, consultation and monitoring of Family Outreach employees to ensure programming needs, employment regulations and agency policies are met and provide ongoing recruitment and training to Family Outreach employees. The Human Resource Specialist supports Human Resource/Benefit Administrator in employee performance and relations issues, benefits and/or policy questions.

Maintains confidential employment files to ensure compliance with company policies, state contracts, and applicable laws and regulations. The Human Resource/Benefit Administrator oversees this position. This position reports to the Business Office Manager.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

GENERAL DUTIES

1. Advertises and recruits for agency-wide vacancies by participating in job/career fairs, presenting to college classrooms and advertising in venues as approved.
2. Ensures new employee meets minimum qualifications, provides proper documentation in compliance with policy recruitment standards and processes.
3. Oversees new employee onboarding for payroll, benefits and fiscal policies and procedures.
4. Ensures timely and accurate completion of all new hire reporting requirements and verifications including but not limited to; I-9, W-4, New Hire Reporting Form, LEIE initial and monthly checks, etc.
5. Verifies all required certifications and education transcripts as mandated by contractual agreements and the Department of Labor.
6. Oversee the scheduling and employee participation in trainings. Administer and/or validate necessary specialized training.
7. Conduct training and professional development activities as well as monitor mandatory certifications for all Family Outreach employees, office-based staff.
8. Administer College of Direct Support, ensure lessons are completed in a timely manner and transcripts are verified and documented.
9. Support and assist as needed with employee performance evaluations.
10. Communicate with program managers/supervisors to ensure employee probationary period is processed in a timely manner.
11. Prepare written documentation regarding performance issues such as verbal and written warnings, reinstatements, drafts of termination letters, and suspension notices when requested.
12. Delivers and/or support delivery of corrective action plans based on employee performance issues.
13. Document disciplinary information and incidents in eTime records.
14. Conduct background checks on all new hires in an effective and timely manner including ensuring all new hires have acceptable backgrounds in compliance with State policy.
15. Create and maintain personnel files; include all application materials (reference checks, determination letter, Medicaid Fraud check, etc.), driver’s license, vehicle information, consumer-specific requirements, and financial documents; ensuring only appropriate information is contained in files.
16. Safeguards and maintains medical and other protected information, such as Workman’s Compensation, and ensure it is kept separate from employment information.
17. Evaluate and update training materials periodically or as changes occur within Developmental Disabilities Program (DDP) and their regulations.
18. Maintain and monitor employee qualifications through running reports in eTime.
19. Coordinate with Operations staff to provide accurate security levels within the eTime/Celayix system.
20. Work in conjunction with the Business Office and support staff to complete hiring process.
21. Attend office and staff meetings, and other meetings, as requested.
22. Participate in program development activities designed to maintain program effectiveness.
23. Participate in the draft, review, revision, and/or updating of Policies and Procedures.
24. Participate in office-based staff interviews, as requested.
25. Follow the Incident Reporting policy.

DSP DUTIES

1. Enters new DSPs into the eTime system and WebX, TeamXpress, CDS, and Relias, based on Personnel Change Form provided.
2. Evaluate field-based staff (DSPs) needs and manage placement by verifying certifications, licenses, knowledge, skills, abilities, and qualifications requested by FSS and ILS staff to perform job duties. Maintain employee data within eTime; inactivate/void employees; report any DSP contact changes to Payroll.
3. Document disciplinary information and incidents in e-Time records.

**ADDITIONAL DUTIES:**

Perform a variety of other professional and administrative work as assigned by the supervisor. This includes coordinating special projects and events, attending training and continuing education, and providing backup and coverage for other Family Outreach staff.

# KNOWLEDGE, SKILLS, AND ABILITIES

* Knowledge of the principles and practices of human resource management.
* Knowledge of business administration.
* Knowledge of supervisory principles and practices.
* Knowledge of agency personnel policy.
* Knowledge of related employment and wage/hour laws and regulations.
* Skills in the operation of general office equipment.
* Skills in technical writing.
* Skills in communication and public relations.
* Ability to research and assess training needs.
* Ability to design training materials, methods and learning activities.
* Ability to conduct training sessions.
* Ability to project a positive image of the agency.
* Ability to establish and maintain good work relationships and communication with coworkers, DSPs, consumers, families and the public.
* Ability to communicate effectively verbally and in writing.
* Ability to pay close attention to detail to processing forms, and organizing and prioritizing work.
* Ability to complete work assignments without continual direction.

**MINIMUM QUALIFICATIONS:**

* The necessary Knowledge, Skills and Abilities are typically acquired through a combination of education and experience equivalent to a bachelor’s degree in Business, Human Resources, or related field.
* And one (1) year human resource or related experience. \* Other combinations of education and experience will be considered on an individual basis.
* Proficient in Microsoft Word, Excel and Powerpoint. Celayix and e-Time software a plus.
* Must obtain and maintain training certifications for 1st AID/AED/CPR Instructor, MANDT Instructor, DDP Incident Management Investigation, and Capturing Fingerprints certification. Family Outreach will sponsor training.
* Valid Montana driver’s license or ability to obtain in one month of hire.
* Access to reliable vehicle.
* Successfully complete a background check.

Family Outreach may conduct annual reviews of employee’s driving records and criminal background checks. All staff is required to report any changes in the status of either of these areas. Failure to do so could result in disciplinary action up to and including termination of your employment. These incidents are to be reported through your chain of command.

**PREFFERED QUALIFICATIONS:**

* Previous supervising experience with problem solving and conflict management skills and provides leadership to others.
* Excellent communication skills; provides timely and concise information to others verbally, nonverbally and in writing and helps others communicate effectively.
* Ability and willingness to align behavior with the values of the organization.

# REPORTING REQUIREMENTS:

# The position is supervised by the Business Office Manager. Work is performed according to Policies and Procedures established by the Family Outreach Board of Directors.

# PERSONNEL MANAGEMENT:

This is a non-supervisory position. The position provides oversight, consultation of Family Outreach employees. The position is also responsible for coordinating with other Family Outreach offices and the Business Office to reduce duplication of effort and ensure consistency. Work is performed according to Policies and Procedures established by the Family Outreach Board of Directors and under the supervision of the Business Office Manager.

# WORKING CONDITIONS:

# Work is performed in a normal office environment. The position may involve overtime and weekend work during peak workloads. The position involves physical demands associated with travel by auto, working on a computer, communicating over the phone and in person, and filing.

# CONFIDENTIALITY:

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding Family Outreach employees and clients. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy and confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. The person in the position hereby acknowledges and understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual and will not disseminate any such information.

# APPROVAL AND DATE:

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I HAVE REVIEWED THE POSITION PROFILE FOR **HUMAN RESOURCE SPECIALIST (HRS)** AND I ACKNOWLEDGE THAT I KNOW AND UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS AN EMPLOYEE OF FAMILY OUTREACH INC.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |
|  |  |  |
| Print Name, First & Last |  | Title |

Copy of signed page to supervisor

Original to Human Resources for Personnel file