

**CHILD DEVELOPMENT CENTER, INC.**

**POSITION DESCRIPTION**

**September 2021**

**POSITION:** Human Resources Specialist

**DEPARTMENT:** Human Resources

**ACCOUNTABLE TO:** Executive Director

**SUMMARY OF WORK:** Serves as Human Resources Specialist for all personnel working for the Child Development Center, Inc.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs moderately complex duties requiring organization, implementation, interpreting labor law, and interpreting policy. This position deals with employee applicants and current staff in a position where conflict is present in many situations. Requires the ability to work in stressful interpersonal situations with a calm and objective manner. The position requires some traveling and occasionally working outside of normal work hours. This position deals with sensitive and highly confidential information.

**Personal Contacts:** Daily contact with staff and the public.

**Supervision Received:** Direction from Executive Director as needed.

**Essential Functions:** Position requires ability to: communicate orally and in writing; train; supervise and motivate; organize; coordinate; calculate; travel; review and evaluate; maintain records and files; prepare reports; and operate a computer and other office machines.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

**I. Recruitment:**

- Coordinates job postings, advertisements, job transaction files.
- Maintains and updates the job recruitment file as needed.
- Guides and informs hiring managers on candidate selection during interview processes
- Oversees full life cycle of recruitment process including references and background checks.
- Ensures hiring is done in a legal, consistent, and timely manner.
- Attends recruitment events & provides follow-up

**II. Compensation and Benefits:**

- Analyzes wage, salary reports, and data to determine competitive

compensation plan

- Administers benefit plans and recommend changes to benefits offered.
- Leads the development of benefit orientations and other benefits training for employees and their families.

### **III. Employee Relations:**

- Ensures the consistent application of personnel policies and provides updates as needed.
- Ensures staff performance appraisals are done in a consistent and timely manner.
- Monitors and advises managers and supervisors regarding disciplinary process and implements appropriate resolution.
- Participates in disciplinary action, including terminations of employment as necessary.
- Conducts termination process for all exiting employees.
- Responds to inquiries regarding policies, procedures, and programs.
- Work with department managers to assess training needs

### **IV. Personnel Files:**

- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics.
- Ensures job descriptions are written for all positions and are up to date.
- Maintains HRIS system

### **V. Compliance:**

- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Prepares information requested or required for compliance with laws
- Protects the interests of employees and the company in accordance with company policies and governmental laws and regulations to minimize risk.
- Investigates accidents and prepares reports for insurance carrier and governmental agencies.
- Coordinates Safety Committee meetings and acts as Safety Director.
- Administration and tracking of LOA process for the whole organization in alignment with current policies

## VI. HIPPA

- Updates HIPPA procedures as needed and informs staff of proper legal and confidential office procedures.
- Monitors the federal and state HIPPA rules and regulations and serves as the designated HIPAA Compliance Officer

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a familiarity with Montana Labor Law, a degree in Business, and Personnel Management. A PHR certificate and five years of experience are preferred. Must possess supervisory practices and techniques, general management principles, and leadership skills.

**Skills:** This position requires skills in coordination, organization, and facilitating cooperative relationships with professional staff and community agencies, and skills in evaluation of programs and personnel. This position requires skills in interviewing, skills in leadership practices and personnel management, analytical and organizational skills for planning and implementing agency programs, and strong interpersonal skills. This position also requires the use of computers and other office equipment.

**Abilities:** This position requires the ability to: provide effective leadership; work independently in fulfilling job duties; work in conjunction with the Leadership Team in creating and implementing substantive decisions; develop, implement, and evaluate work plans, goals, and objectives; direct, supervise, motivate, support, and evaluate the work of the staff; function effectively under challenging conditions; formulate and communicate a vision of a healthy and dynamic child intervention agency; build trust and stimulate staff morale and commitment; travel frequently and work flexible hours; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; serve as a liaison among agencies.

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in Human Resources management or a related field.

2+ years of experience working in the human resources field.

Benefits and compensation management experience preferred.

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Employee Signature

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Date