

Human Resources Specialist I

GRADE	DEPARTMENT	JOB CLASSIFICATION	EEOC CATEGORY
8	Human Resources	Non-Exempt	Administrative Support Workers

Role

Provides professional support to the Human Resources Department in a variety of ways to include personnel, onboarding, out-processing, hiring, and benefits processing and administration, compliance, and reporting.

Major Duties and Responsibilities

Weight	Function	Essential?
1. 25%	Maintain all personnel files to include payroll, benefits, and medical in accordance with all state and federal regulations. Cross-check and update all personnel information and enrollments with vendors. Track all internal and external deadlines closely.	✓
2. 20%	Participate in recruitment efforts for prospective employees to include posting open positions, processing background checks, checking references, accessing credit history, and assisting hiring manager with preparation of job offer.	✓
3. 10%	Assist with updating employee job descriptions, yearly performance plans, and performance review records.	✓
4. 10%	Prepare and update new employee orientation materials. Participate in conducting new employee orientation and in-processing.	✓
5. 10%	Assist with open enrollment, monitor benefits deductions, and communicate with insurance vendors. Resolve discrepancies with carriers and payroll. Report concerns to management as needed.	✓
6. 10%	Assist HR procedures for policies such as FMLA, Worker's Compensation, COBRA, insurance portability, and 401K,. in accordance with federal regulations.	✓
7. 5%	Coordinate out-processing of terminated employees.	✓
8. 5%	Design and implement system workflows for supporting human resource and business services processes. Prepare a wide variety of data files, reports, and documents conveying information, making recommendations, and delivering services in a timely fashion.	✓
9. 5%	Perform other duties as assigned.	✓
10.	Must comply with applicable policies, laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.	✓

Knowledge & Skills

Experience

Human Resources experience preferred. Banking-related experience preferred. Good overall knowledge of human resources preferred, especially legal and benefits requirements.

Education/Certifications/Licenses

A two-year college degree or completion of a specialized course of study at a business or trade school is preferred but not required.

Interpersonal Skills

Ability to communicate effectively with people both verbally and in writing essential. Ability to listen and understand staff concerns and assist at all levels as needed.

Other Skills

Good computer skills and a working knowledge of Microsoft Office products required. Knowledge of employment laws including but not limited to the following preferred: FMLA, ADA, HIPAA, EEOC, FMLA, FLSA and other federal, state, and local laws. Good problem-solving skills and ability to react quickly to arising problems is also required.

ADA Requirements

Physical Requirements

Perform primarily sedentary work with limited physical exertion and occasional lifting of up to 10 lbs. Must be capable of climbing / descending stairs in emergency situation. Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

Working Conditions

Must be able to routinely perform work indoors in climate-controlled shared work area with minimal noise.

Mental and/or Emotional Requirements

Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Acknowledgement

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

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