

HEWITT TEXAS

Job Title: Human Resources Specialist

Department: Human Resources

Location: City Hall

Reports to: Managing Director of Administration

Date: 9/15/2018

Grade: 12	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: The Human Resources Specialist is responsible for performing HR related duties on a professional level and works closely with the Managing Director of Administration. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

Essential Functions: Administer various human resource plans and procedures for all company personnel. Assist in the development and implementation of personnel policies and procedures. Prepare and maintain the Employee Handbook and the Policies & Procedures Manual. Participate in developing department goals, objectives and systems.

Administer the compensation program. Monitor the performance evaluation program and revise as necessary. Perform benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees. Conduct recruitment efforts for all exempt and nonexempt personnel, students, and temporary employees. Write and place advertisements. Conduct new hire orientations.

Handle employee relations counseling, outplacement counseling, and exit interviewing. Maintain company organization charts and the employee directory. Assist in evaluation of reports, decisions, and results of department in relation to established goals. Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of the department and services performed. Maintain human resource information system records and compile reports. Maintain compliance with federal and state regulations concerning employment. Perform other related duties as assigned.

Regular and consistent attendance for the assigned work hours is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Competencies: Problem Solving/Analysis, Communication Proficiency, Ethical Conduct, Time Management				
Required Education, Experience, and Qualifications: High school diploma or GED. Two (2) years of general clerical or human resources experience. Possess a valid Texas driver's license.				
Preferred Education, Experience, and Qualifications: Bachelor's degree from an accredited four-year college or university with major coursework in human resources management or a related field. A minimum of two years of experience in the human resources field. Or an equivalent combination of education and experience.				
Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.				
Sedentary <input checked="" type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency. Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity required.				
Expected Hours of Work: Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.				

Machines, Tools, and Equipment: Routinely operates standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Work Conditions/Environment Factors: This job operates in a professional office environment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____