

# Health District

OF NORTHERN LARIMER COUNTY

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Human Resources Specialist</b>
<b>DEPARTMENT</b>	<b>Human Resources</b>
<b>SALARY GRADE</b>	<b>Grade 8</b>
<b>REPORTS TO</b>	<b>Human Resources Director</b>

### POSITION OVERVIEW

The Human Resources Specialist works with the Human Resources Director to manage and carry out one or more HR functions for the Health District and is responsible for ensuring compliance with all relevant policies and procedures, including state and federal laws. The primary duties of this position are focused on managing and carrying out the hiring, onboarding, personnel records maintenance, termination processes, leave and benefits plans for the Health District. The HR Specialist also works collaboratively with staff from other departments.

### SUPERVISION AND FISCAL RESPONSIBILITIES

This position has no supervisory or fiscal responsibilities.

### EXAMPLES OF DUTIES

#### Hiring

- Assists with recruitment and posting open positions.
- Manages and directs the interview and selection process for new hires, schedules interviews, prepares interview packets, conducts, or arranges pre-employment testing, and communicates with applicants.
- Schedules follow-up appointments; conducts reference checks; tracks pre-employment background clearances and maintains applicant files.
- Prepares and distributes offer and regret letters.
- Completes all required paperwork and verification requirements.

#### Onboarding

- Manages and coordinates the orientation process for all new employees and introduces them to the policies, procedures, and operation of the Health District.
- Coordinates the orientation for new supervisors.

#### Benefits and Leave

- Understands and explains the Health District's benefits package, including medical, dental, vision, life insurance, Employees Assistance Program (EAP), Section 125 flexible benefits, and leave plans.
- Counsels employees on effective usage of benefit plans.
- Oversees annual enrollment for Section 125 (through American Fidelity), to include coordination of site visits for annual enrollment process.
- Processes all staff leave requests for Family and Medical Leave Act (FMLA), Leave of Absence (LOA), Paid Time Off (PTO), and other leave requests.
- Assists employees with questions and issues related to time off requests and leaves of absence.

#### Terminations

- Works with the Deputy Director and Human Resources Director on terminations to assure compliance with any state and federal laws.
- Conducts exit interviews, including collection of keys, name badges and any other equipment.
- Coordinates additional exit interviews needed with other departments (such as payroll).

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### Records Maintenance

- Maintains all official active and inactive personnel records of the Health District. Updates the HR database with employee changes and processes paperwork.
- Tracks and maintains employee demographics and contact information.
- Tracks required licensure/certifications, training, DEA information, liability insurance, driver's license, and auto insurance.

### Other

- Takes initiative, works on issues proactively and identifies and implements solutions for problems.
- Develops recommendations for improving the hiring and onboarding process.
- Provides public information such as verifying employment and references.
- Assists with the preparation of the performance review process and helps facilitate completion of paperwork during the annual review.
- Assists the HR Director and the Deputy Director with various research projects and/or special projects.
- Serves as a resource to both employees and hiring managers on human resources policies and procedures and hiring best practices.
- Provides backup support to other HR team members, as necessary.
- Runs and distributes regular reports and handles ad hoc requests.
- Provides superior external and internal customer service.
- Assures accurate information is provided in a polite and professional manner.
- Works as a positive, professional, and productive team member, and participates in group meetings, retreats, and special events as assigned.
- Other duties as assigned by the HR Director and the Deputy Director of the Health District.
- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

### QUALIFICATIONS

- Bachelor's degree in business administration, human resources, personnel administration, or similar field OR equivalent combination of education and experience (i.e., four years of direct HR experience or successful completion of at least two years of post-high school education, AND two years of direct HR experience).
- Specialized Human Resources training or coursework.
- A minimum of two years Human Resources experience, particularly with recruiting, hiring, onboarding, termination of employees, leaves, and benefits.
- General understanding of HR functions, policies, and procedures.
- Knowledge of federal and state labor laws.
- Ability to communicate well verbally and in writing.
- Ability to communicate verbally with individuals and groups and successful experience in making group presentations.
- Ability to thrive in fast paced office, flexibility.
- Ability to coordinate a variety of complex projects accurately.
- Ability to organize and complete multiple tasks and meet deadlines.
- Ability to keep accurate and complete records.
- Detail oriented, excellent organizational skills, a commitment to a high-level accuracy
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to work both cooperatively within a team and independently.
- Professional certification in Human Resources is desired.

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- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and familiarity with database development and management.
- Ability to maintain confidentiality with protected information.
- Requires Reliable Transportation; Valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.
- Thorough knowledge of federal, state, and local legislation related to staff benefits and leave plans.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

### WORK ENVIRONMENT

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
  - Must be able to sit or stand for prolonged periods.
  - Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
  - Must have the ability to move from place to place on the job.
  - Must have the ability to communicate information and ideas verbally so others will understand.

**General Benefits Description** – For qualifying employees the Health District provides paid time off, medical, and dental insurance, life, and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan is offered. A complete list of benefits can be found on the Health District website.

**Equal Opportunity Employer** - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.