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OPEN: July 24, 2008
Job Title: **Human Resources Specialist**
Supervised by: Human Resources Manager
Salary: \$35,291+/yr depending on qualifications
Hours: Full-time (37.5 hrs/week), Salaried, Exempt position

JOB DEFINITION:

The Human Resources Specialist is responsible for providing support to a variety of agency wide human resources functions. Acts as departmental lead on database and other computer issues. May perform work relating to recruitment, orientation, job analysis, compensation, benefits, and other human resources functions.

MAJOR DUTIES AND RESPONSIBILITIES

RECRUITMENT

- Assist the Human Resources Manager to develop and maintain recruitment strategies.
- Works with hiring managers to announce positions to all staff as well as develop and place job advertisements in newspapers and online sources.
- Works closely with the Human Resources Manager and hiring supervisors to manage the recruitment process by compiling resumes, scheduling interviews, conducting background and reference checks.
- Responsibility for the receipt, evaluation and disposition of applications for employment; maintaining current files on qualified applicants, and when called upon, providing interested parties with applications of available candidates;
- Manage process for advertising job vacancies; research, recommend and maintain list of advertisement venues

BENEFITS

- Provides data regarding compensation and benefit plans and compiles reports, correspondence, and responses to survey requests.
- Prepares, verifies and processes salary, payroll, and benefits information for all employees.
- Processes benefit changes, answers questions of employees regarding benefits, and assists with open enrollment.
- Prepares, verifies and reconciles benefit invoices for payment.
- Manages the administration of COBRA under the direction of the HR Manager.

HRIS

- Acts as the database lead in the management of Human Resources Information System (HRIS) and other computer issues in the HR department.
- Participates in the development and coordination of the HRIS (PeopleTrak).
- Prepares payroll authorizations for all new hires, status changes, and terminations for payroll processing on a semi-monthly basis.
- Tracks credentials/licensure information for all employees in the HRIS database and provides reports on schedule and upon request.

OTHER DUTIES

- Assist the Human Resources Manager with procedure, policy development and documentation.
- Act as central liaison for the Human Resources Department when needed, including acting as resource for information to the HR Assistant, supervisors, and staff.
- Assists the Human Resources Manager in the developing and updating of job descriptions for the agency.
- Participate in planning of DESC inservice training series, and take lead in logistics of scheduling training sessions, notifying staff, finalizing arrangements with presenters, etc.
- Maintains notification system of pending employee performance reviews and notifies



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supervisors;

- Preparing and/or updating DESC organizational charts. Maintaining employee personnel files and integrating several types of software, such as spreadsheet, database, word processing, to generate specific working documents, reports, and forms.
- Conducts the new employee background checks for hiring managers.
- Other duties as assigned by the HR Manager.

MINIMUM REQUIREMENTS

- Bachelor degree in Business Administration or equivalent degree 3 years progressive experience in general human resources; training, employee relations, staffing, performance management, compensation, and/or labor relations required. Experience with personal computers and database software required.
- Knowledge of the principles of personnel, benefits administration, personnel files and records management, and effective customer service practices.
- Strong computer skills in monitoring and assuring the confidentiality and proper maintenance of human resources database, files and reports.
- Skill in assessing and prioritizing multiple tasks, projects and demands. Ability to handle multiple tasks concurrently.
- Skill in establishing and maintaining effective working relations with co-workers and others.
- Ability to deal with agitated and angry individuals and resolve conflict effectively.
- Understanding of HR practices and principles, and all applicable employment, payroll, benefits, health, and safety laws and regulations in the US.
- Appropriate safeguarding and handling of confidential and proprietary information.
- Demonstrated respect for diversity and commitment to developing multicultural competency sensitivity.
- Subscribe to philosophy of cooperation and continuity across programs, and of consideration and respect for clients.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee will be required to sit, communicate with other employees, required to lift and carry items weighing up to 25 pounds and to operate computer hardware systems. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Considerable stress may occur.

APPLICATION PROCEDURE

Submit a Cover Letter and Resume to: DESC-HRS, ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104, or email in Word document to hr@desc.org, or fax to – (206) 515-1501

The Downtown Emergency Service Center is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The Agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.