



ELDERBRIDGE AGENCY ON AGING JOB DESCRIPTION

TITLE: Human Resources Specialist

OFFICE ASSIGNMENT: Spencer/Mason City

TERRITORY ASSIGNMENT: 29 Counties

SUPERVISOR: CEO

SALARY: 40 hours/Exempt

BASIC FUNCTION:

This Human Resources (HR) Specialist position is a technical specialist who through special knowledge, skill, and experience provides a unique service to the agency. Under limited supervision, the HR Specialist provides para-professional support in functional areas of Human Resources (HR) which include recruitment, onboarding, personnel records, employee relations, regulatory reporting requirements, benefits administration and other areas as needed. This position also includes executive support to the Management Team, Executive Board and Advisory Council.

*The following are reoccurring tasks construed as exclusive or inclusive. Other duties may be required and assigned but are in line with the job classification and qualifications.
These responsibilities must be performed with or without accommodations.*

RESPONSIBILITIES AND DUTIES:

Human Resource

Facilitate the on-boarding process for all new employees to assure training goals are met. Assure all personnel records are complete and stored to assure confidentiality.

Drafts and distributes reference materials, such as open enrollment materials, goal and performance review initiatives, and summaries of perks and benefits. Administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers as applicable

Takes the lead in the research, development, drafting, publication, and distribution of the employee handbook; conducts informational meetings, training sessions, and other communication forums to explain and discuss key policies. Provides guidance and coaching to management on communication strategies; assists with challenges such as low morale, high turnover, absenteeism, layoffs, and other difficult conversations. Nurtures a positive work environment.

Executive

Provide administrative support to the Executive Board of Directors and Advisory Council. Provide high-level organizational support to the CEO and COO to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists.

This position also assists with marketing and social media.

Required Skills/Abilities:

- Exceptional organizational and leadership skills are necessary to establish priorities and assist with strategic planning.
- Sound judgment in analyzing facts, conditions, and problems to develop timely and effective action plans
- Attention to details and deadlines

- Honest, ethical, and dependable
- Strong oral and written communication skills, exceptional listening skills, and experience in conflict resolution.
- Highly computer literate in Microsoft Suite and various HR software

Education and Experience:

- Bachelor’s Degree in human resources, business administration, or related field.
or
- Associate degree in human resources, business, or related field with a minimum of 3 years’ experience.

PHYSICAL DEMANDS:

The person occupying this position must be able to perform all responsibilities and tasks outlined above, which may include:

- 1) Lifting items weighing up to 20 pounds along with bending and twisting simultaneously, including lifting program materials and supplies onto/off of the cart and into/out of the vehicle;
- 2) Traveling between offices or more than 50 miles one way monthly;
- 3) Sitting for extended periods, approximately 90% of the position.
- 4) An employee in this position must have a valid driver's license, be able to be insured as a motor vehicle operator, and be able to travel frequently in and outside the Agency's area, as the job requires.
- 5) While performing the duties of this position, the employee is occasionally required to walk, sit, use hands or fingers, feel objects, tools, or controls, reach with hands and arms, talk and hear.
- 6) Reasonable accommodations may be made to enable individuals with disabilities to perform the duties that are not essential for the satisfactory performance of the position.

WORK ENVIRONMENT:

The noise level in the work environment is moderate.

Elderbridge and its employees strive to provide a respectful work environment where all individuals are treated with respect and dignity and are inspired to use their creativity to meet consumer needs. All relationships among persons in the workplace are to be business-like and free of bias, prejudice and harassment.



I have read and understood this explanation and job description.

Signature: _____ Date: _____