Cantalician Center – Job Descriptions

Human Resource Specialist

GENERAL PURPOSE OF POSITION

The Human Resources Specialist works with the Director of Human Resources to effectively manage the Human Resources and Labor Relations functions.

REPORTS TO

The Director of Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES

Recruitment, Selection and On-boarding

- Responsible for the recruitment process, including background checks, selection and orientation processes, and turnover/trend analysis. Uses this analysis to proactively assist the Agency in optimal management of recruitment and retention.
- Obtain all required documentation for hire including education verification, employment and personal reference checks, applicable license and certifications, state central registry, criminal record check, required medical information, drug test results, exclusionary databases, driver’s license verification to the extent required, . . .
- Responsible for the oversight, notification and auditing of orientation, conducting the human resource section of the orientation and the on-boarding process for new personnel.
- Responsible for tracking and reporting on participant evaluation of the orientation and on-boarding process.
- Recruits and coordinates volunteer/intern placement and orientation; monitors volunteer and intern performance and implements appreciation and recognition activities.

Training and Development

- Assists with the establishment of an in-house employee training system that addresses Agency/department training needs including training needs assessment, new employee orientation and on-boarding, management development, cross-training, the measurement of training impact, and evaluation of training programs.
• Assists managers with the selection and contracting of external training programs and consultants.
• Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
• Assists with the development of and monitors the spending of the Agency training budget.
• Maintains employee training records
• Responsible for tracking employee training;

Human Resource Information Systems

• Manages the development and maintenance of the Human Resources sections of the Internet, particularly recruiting, culture, and company information; and Intranet sites.
• Maintains employee-related data bases. Prepares and analyzes reports that are necessary to carry out the functions of the department and agency.
• Prepares periodic reports for management, as necessary or requested

Other Duties

• Responsible for assisting with performance management and improvement systems
• Responsible for assisting with organization development;
• Responsible for employment compliance and associated regulatory reporting including OSHA, EEO-1; . . . .
• Assist with policy development and documentation particularly in the areas of recruitment, development, training and safety
• Assists with the management of employee relations.
• Administers unemployment, risk management and claims processing including correct record keeping and documentation.
• Represents Cantalician Center for Learning in unemployment hearings, grievance meetings and arbitration hearings.
• Required to work outside normal business hours depending on workload and operational needs and for meetings, training, or orientations.
• Maintains high ethical standards and appropriate professional confidentiality.
• Completes other duties as assigned.

SKILLS AND ABILITIES

• Knowledge of Human Resource functions and related laws
• Knowledge of Microsoft Office and Excel products
• Excellent communication, organizational and analytical skills
• Ability to take initiative and complete projects on time
• Team player with excellent facilitation skills, good judgment and a strong working philosophy
- Maintains professional relationships and memberships that assist in providing information necessary to keep current with all Human Resource related subjects and regulations
- Knowledge of federal, state and county regulatory requirements
- Ability to communicate in a positive manner and demonstrate the ability to be an effective leader
- Ability to adhere to and administer the Agency’s policies, procedures, rules and regulations with a professional demeanor, attitude and appearance

**EDUCATION AND/OR TRAINING**

- Minimum: Bachelors Degree with five (5) years human resource and/or labor relations experience
- Preferred: Masters Degree in Human Resource Management or Personnel Resources or related field with three (3) years human resource and/or labor relations experience
- Must pass a criminal background check, which may include fingerprinting
- Must undergo a post-offer pre-employment drug & alcohol test, prior to the commencement of employment
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 with or without reasonable accommodation(s).

**PHYSICAL DEMANDS**

On-the-job time is spent in the following physical activities

<table>
<thead>
<tr>
<th>Amount of Time</th>
<th>None</th>
<th>Up to 1/3</th>
<th>1/3 to 1/2</th>
<th>2/3 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Talk or hear</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use hands or fingers, handle or feel</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Push/Pull</td>
<td>X</td>
<td></td>
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<tr>
<td>Stoop, kneel, crouch or crawl</td>
<td></td>
<td>X</td>
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<tr>
<td>Reach with hands and arms</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Stair climbing</td>
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<td>X</td>
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</tbody>
</table>

This job requires that weight be lifted or force be exerted.

<table>
<thead>
<tr>
<th>Amount of Time</th>
<th>None</th>
<th>Up to 10 lbs.</th>
<th>Up to 25 lbs.</th>
<th>Up to 50 lbs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repetitive use of hands</td>
<td></td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

This job has special vision requirements.

- ☑ Close Vision (clear vision at 20 inches or less)
- ☐ Distant Vision (clear vision at 20 inches or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☑ Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- ☑ Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- ☑ Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- ☐ No Special Vision Requirements

Specific demands not listed:

- Ability to work under pressure and multi-task

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**WORK ENVIRONMENT**

This job requires exposure to the following environmental conditions

The typical noise level for the work environment is:

- ☐ Very Quiet
- ☐ Loud Noise
- ☑ Quiet
- ☐ Very Loud Noise
- ☑ Moderate Noise

Hearing:

- ☐ Ability to hear alarms on equipment
- ☐ Ability to hear students/individual calls
- ☑ Ability to hear instructions from department staff

**REPETITIVE MOTION ACTIONS**

Number of Hours

<table>
<thead>
<tr>
<th>Repetitive use of hands</th>
<th>0</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
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</thead>
<tbody>
<tr>
<td>A. Right only</td>
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<td></td>
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<td></td>
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<tr>
<td>B. Left only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>C. Both</td>
<td></td>
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<td>X</td>
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Grasping: simple/light:

<table>
<thead>
<tr>
<th></th>
<th>A. Right only</th>
<th>B. Left only</th>
<th>C. Both</th>
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<tbody>
<tr>
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Grasping: Firm/heavy:

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<tr>
<th></th>
<th>A. Right only</th>
<th>B. Left only</th>
<th>C. Both</th>
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<tbody>
<tr>
<td></td>
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<td>X</td>
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Fine Dexterity:

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<thead>
<tr>
<th></th>
<th>A. Right only</th>
<th>B. Left only</th>
<th>C. Both</th>
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