



JOB DESCRIPTION

JOB TITLE: Human Resources Specialist- Employment/ Reporting	FLSA: Non-Exempt
Department: Human Resources	Date Revised: 06/23/2022
Security Sensitive: Yes	Grade: B-23
Reports To: Director of Human Resources and Risk Management	

Job Summary

Under the supervision of the Director of Human Resources, the HR Employment/Reporting Specialist assists with the day-to-day operations of the HR Department. This position is responsible for the College’s HR recruitment and onboarding processes; therefore, this position requires a wide range of skills and knowledge of organizational policies and procedures. This position is also responsible for all HR reporting including state and local reports. The HR Specialist is the primary point of contact for all applicants and employees and provides information and assistance to the College faculty and staff to help resolves problems and inquiries.

Essential Functions

- Coordinates the accurate and timely completion of both routine and non-routine administrative department functions;
- Provides support and assistance to the Director of Human Resources in both routine and special department projects;
- Completes HR report preparation and salary surveys including but not limited to CBM008, IPEDS, EEO reports, LBB, THECB, TACC, and TCCTA reporting, ORP annual reporting and auditor reports;
- Completes employment verifications (current and previous employees);
- Composes reports for HR open records requests;
- Responsible for the completion of all current or previous full time employee Public Service Loan Forgiveness Forms;
- Researches information, prepares special and/or one-time reports or summaries, selecting relevant data from a variety of resources for different departments and outside entities;
- Coordinates and helps maintain HR department files and forms, including the electronic HR forms on the College portal;
- Monitors HR departmental budgets and processes invoices for payment;
- Maintains office supply inventory and ordering;
- Creates and reviews all open positions advertisements on internal and external sites for accuracy;
- Maintains recruitment records in accordance with records retention guidelines;
- Prepares search committee materials, meets with search committee chair to establish hiring guidelines; monitors search committee process;

- Responsible for monitoring the HR email account and responding to all applicant inquiries and communicating open position status;
- Completes the onboarding process for all new hires- Processes criminal background checks, credit checks (Admin only), sexual offender checks and EVerify verification, calculates initial pay, completes and routes Personnel Action Request (PAR) packets with Account User forms to each appropriate department, creates Colleague ID/pages, tracks and verifies all full-time employee's official transcripts have been received;
- Maintains employee database and faculty credentials in Colleague and ADP;
- Creates and maintains credential files for each full and adjunct faculty employee in accordance with SACS requirements;
- Responsible for creating and maintaining the HR pages of College's website including the Employee Directory; the College Organization Chart, all job descriptions, salary schedules, and classification plans;
- Creates and updates the faculty credential web pages for all full time and adjunct faculty;
- Maintains social networking sites for HR (Twitter/Facebook/LinkedIn);
- Prepares the annual faculty reappointment report and monthly reports to the Board of Regents including new faculty hires, resignations, and retirements. Completes the annual faculty reappointment letters;
- Reconciles monthly payroll to the general ledger; reconciles quarterly 941s to the general ledger;
- Processes quarterly and annual retiree dental checks;
- Tracks and files all non- faculty employee yearly performance evaluations;
- Completes and submits quarterly Community/Junior Colleges Veteran Workforce Reports;
- Assist the HR Director with DWC-1 reports on TASB website;
- Assists HR Director with the Annual Employee Awards program including tracking employee years of service awards, retirement awards, and coordinating gifts;
- Tracks attendance at staff professional development training sessions and General Assembly, attends the Staff Professional Development Committee meetings;
- Serves as Area Safety Liaison;
- Archives recruiting and applicant records in accordance to the GC Records Retention schedule;
- Maintains confidentiality regarding personnel actions; confidential and sensitive performance problems; documents of non-renewal and termination actions, organizational plans, and legal actions where premature disclosure could disrupt activities within the HR office, the College or the community;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Associate degree in related area and a minimum of two years related experience in administrative support functions, preferably with two years progressively responsible Human Resources experience or an equivalent combination of education and experience;
- Broad knowledge of general Human Resources principles, policies and procedures;
- Experience in performing assignments/projects that demonstrate a high degree of organization and independent judgment or an equivalent combination of education and experience;
- Demonstrated skills in the utilization of automated HR systems including report writing and the use of PC's and related software;

- Demonstrated proficiency with PC's and associated software (Microsoft Word, Excel, or other packages required by the supervisor).
- Ability to make administrative/procedural decisions;
- Ability to gather data compile information and prepare reports;
- Excellent interpersonal skills both verbal and written;
- Excellent customer service skills;
- Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts;
- Attention to detail;
- Ability to cope with several tasks and projects simultaneously;
- Ability to meet deadlines;
- Excellent problem solving and analytical skills and initiative.

Preferred Education, Skills and Abilities

- Bi-lingual (English-Spanish);
- Bachelor's degree;
- Two years progressively responsible Human Resources experience;
- Experience with ADP WorkforceNow.

Work Environment

- Operates in a climate controlled office with no exposure to environmental or work hazards;
- Walking, reaching, bending, manual dexterity, good vision and hearing and ability to lift approximately 10 pounds.

Special Requirements

- Ability to work evenings and weekends as required;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date