

Prevent Child Abuse North Carolina

Job Description

JOB TITLE: Human Resources (HR) Specialist (30 hour/week exempt position)

REPORTS TO: Director of Finance & Administration

PRIMARY RESPONSIBILITIES

The Human Resources (HR) Specialist is responsible for various tasks within the Finance and Administrative department. The HR Specialist focuses on tasks such as benefits, staff training, compensation, recruiting, onboarding, and orientation of new staff and interns. This position communicates with all levels of staff, alerts management of the company to any issues that require immediate attention and works closely with other members of the Finance and Administrative Team to carry out HR duties.

SPECIFIC RESPONSIBILITIES

New Hires/Terminations

- Participates in the recruitment of new staff, interns, and contract employees by posting open positions to various job boards and websites, coordinating interviews, and applicant tracking from beginning to end of recruitment lifecycle. This includes communicating status of position to applicants.
- Follows onboarding SOPs, performs pre-offer reference checks, and works with the Director of Finance & Administration to prepare offer.
- Coordinates new staff IT setup, including email, computer, and phone.
- Prepares and collects new hire paperwork/information and tracks status in HRIS system.
- Conducts orientation of new employees by explaining company or organization policies, procedures, and benefits, and prepares new employee packet.
- Conducts exit interview, gathers company equipment, keys, associated paperwork, and coordinates with IT services provider to close out account access for staff no longer with the agency.

Staff Trainings and Professional Development

- Coordinates and organizes employee events such as informational workshops, Annual Benefit Open Enrollment meetings, benefit and wellness activities, and staff professional development trainings.
- Serves on the agency's Equity Leadership Team and makes recommendations to align internal policies and procedures with mission of the Equity Leadership Team.

Employee Records, Policies, Procedures and Compliance

- Maintains and updates employee handbooks, organizational charts, job descriptions, confidential records, and employee communication portals/internal communications HUBs.
- Updates existing and assists in the development of new personnel policies and procedures.
- Assists Director of Finance & Administration in developing and conducting an annual employee survey.
- Compiles annual performance reviews and files appropriately.
- Ensures compliance with labor laws, EEOC, and participates in HR continuing education opportunities.
- Assists Director of Finance & Administration with conducting compensation analysis.
- Updates employee personnel records in HR/Payroll system.

- Assists Director of Finance & Administration in administering health benefit plans including renewal and communicates details of employee benefit plans to employees.
- Answers general HR related questions for employees.

Other

- The Human Resources Specialist is expected to assist with other duties as needed. Occasional weekend and/or evening hours may be required based on need (examples include: working during conferences, trainings, or fundraising events).

JOB QUALIFICATIONS

- Bachelor's degree in human resources management, Business Administration or related major.
- Five or more years of experience in Human Resources preferably with an equity focus.
- Ability to analyze data, run reports, and provide requested information.
- Proficient in Human Resources (HR), Human Resources Information System (HRIS) and HR communications HUB/Intranet/Portals.
- Working knowledge of labor laws, personnel rules and regulations.
- Excellent organizational, planning and problem-solving skills.
- Excellent verbal and written communication skills.
- Strong listening skills.
- Certified with SHRM or HRCI desired but not required.