

MountainHeart Community Services

Job Description

Job Title: Human Resources Clerk
Department: Administration
Reports To: Administrative HR Supervisor
FLSA Status: Non- Exempt
OSHA Category: Category 3

Summary: The human resource clerk provides assistance with and facilitates the human resource process at all business locations. This position assists in resolving employee related problems and ensures positive employee relations. The HR Clerk assists in the compliance with federal and state regulations. This role provides administrative support to human resources function as needed including record keeping, and file maintenance.

Essential Duties and Responsibilities:

- Assist employees with information about policy and procedures, employer expectations, health and safety, and wages.
- Maintain, calculate deductions, PTO and employee benefits.
- Enroll employees into EWS system.
- Keep Supervisor informed of current issues.
- Maintain consistency in agency recruitment activities for employees
- Assist with FMLA.
- Maintain Employee and HR database.
- Assist with unemployment and workers compensation.
- Keep current on all applicable Federal and State regulations
- Ensure all new employees are receiving orientation and assist with exit interviews
- Serve as a link between management and employees.
- Assist representing agency at personnel related hearings and investigations
- Assist safety program including investigations in reference to incident reporting as needed.
- Maintain and update personnel files for all agency employees including temps both hard copies and electronic copies.
- Assist the DHHR licensing specialist in reviewing Head Start and Early Head Start personnel files for Day Care regulations monitoring purposes.
- Assist with updating and maintain job descriptions.
- Maintain integrity of agency and HR office.
- System administrator for FACS Pro.
- Provide Information Survey (IS) reporting.
- Perform other duties as assigned.
- Maintain confidentiality.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.

September 4, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and ability to use office equipment. Must have good recall memory, organizational and listening skills.

Basis knowledge in labor laws, regulations, and requirements, ability to work without direct supervision, and available for training and out-of-area work assignments.

Education and/or Experience:

Two-year degree preferred from an accredited college or university in business, accounting, personnel administration, management, industrial relations, human resources, or related field. Or have a high school diploma or GED with four years' work related experience.

Must have valid driver's license; clear criminal background and APS/CPS check must be bondable.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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 is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date