

BENTON COUNTY POSITION DESCRIPTION

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|---|-------------------------------------|---------------------------|----------------------------|--------------------|
| CLASSIFICATION | BAND | GRADE | SUBGRADE | FLSA STATUS |
| Business Specialist | B | 2 | 1 | Non-Exempt |
| POSITION TITLE: | Human Resources Specialist 1 | POSITION#: | | |
| <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one) | Date: | March 2, 2021 | | |
| SERVICE TYPE: | NON-REP CONFIDENTIAL | | | |
| Employee Name: | vacant | Department: | Human Resources | Supervisor: |
| FTE: | 100% | Employment Status: | Limited Duration Full Time | |

Position Summary:

Provides administrative and technical support to the recruiting program and HR Department that includes but is not limited to: data entry, coordinating and scheduling meetings and events, assisting with New Employee Orientation, processing invoices and purchase card transactions, organizing and maintaining personnel records, responding to requests for employment verifications, ordering office supplies, and serving as HR receptionist.

| Essential Duties: No. | Major Functional Area (MFA) | % of Time |
|------------------------------|--|------------------|
| 1 | MFA: Recruitment Essential Duties: <ul style="list-style-type: none"> • Assists with job advertisement, marketing, and promotion. • Responds to hiring managers and applicants with process questions. • Assists with processing recruitments and record management. • Serves as resource to hiring managers and department HR liaisons. • Assist with New Employee Orientations. | 40% |
| 2 | MFA: Office Support Essential Duties: <ul style="list-style-type: none"> • Serves as HR receptionist and point of contact for the office. • Assists with data entry and creating and/or compiling confidential documents. • Provides general office and administrative support to HR team, including taking minutes/notes at grievance and collective bargaining meetings. • Processes invoices and purchase card transactions. • Assist with preparation for contract negotiations. • Coordinates events and activities related to HR programs. • Maintain and order office and first aid supplies. • Collect, sort, and distribute HR mail. • Respond to employment verification requests. | 40% |
| 3 | MFA: Employee Records Essential Duties: | 20% |

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|--------------------------------------|---|-------------|
| | <ul style="list-style-type: none"> • Manage the lifecycle of personnel records, including creating files, filing content, purging, indexing, archiving, compliance with record retention rules, etc. • Organizes and maintain confidential personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence. • Conducts audits and ensures accuracy of employment related records and documents. | |
| | Other duties and special projects as assigned. | |
| Percentages should total 100% | | 100% |

Special Requirements related to essential functions e.g. certification, driver’s license, professional licenses, bi-lingual, etc.

Equivalent to 2 years college coursework.
 1 year experience providing general office or clerical support in a HR or related environment.
 Intermediate level MS Office Suite skills.

Physical Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.