

Job Posting

Job Title: Human Resource Specialist
Location: Admin Building
Reports to: Human Resource Manager

Posting Date: December 28, 2020
Ending Date: Until Filled
Grade: 7

Summary: Provide support for the human resource department that includes a range of administrative duties to be handled confidentially and discretely where required. Interface with staff, management, vendors, and visitors to the credit union. Prepare reports, correspondence, manuals, spreadsheets, and all other communications utilizing a broad range of computer applications.

Essential Duties and Responsibilities: Items listed below are a highlight of the job description.

Responsibilities:

- Assist with the recruitment process as needed.
- Process new hires during orientation session, complete paperwork, typical HR tools, policies and procedures of the credit union. Explain benefits and enroll in the benefit programs.
- Function as a Subject Matter Expert on benefits.
- Initiate the benefits enrollment processes and process employee benefit enrollments, changes, and terminations for all credit union benefit programs.
- Maintain up to date and accurate personnel files and process any change of status events.
- Compile, input, and process all Payroll data changes and payment to include salary changes, hours, payroll taxes, insurance, cafeteria, and other payroll deductions and access levels insuring complete confidentiality throughout the process.
- Answer departmental phone and email inquiries, disseminate information, research and respond to questions and provide follow-up information.
- Complete HR documentation requirements.
- Perform specialized or confidential administrative duties.
- Stay abreast of laws, regulations, and compliance areas which affect personnel and employment relations.
- Other duties outlined in full job description.

Qualifications:

- Minimum of an associate degree or equivalent; 2-5 years related experience or training; or equivalent combination of education and experience. Prior managerial or supervisory experience preferred.
- Knowledge of internet software, spreadsheet software, word processing software, PowerPoint software; and Adobe Acrobat.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interact positively, professionally, and confidently with all levels of employees.
- Knowledge and understanding of general HR Law, payroll law, credit union policies and procedures.

A complete job description is attached. Please read for full understanding of the Human Resource Specialist position.

For full consideration, please completed the application on our careers page:

<https://siouxfallsfcu.apscareerportal.com/account>



Sioux Falls Federal Credit Union

Job Description Human Resources Specialist

Department: Human Resources
Reports To: Human Resources Manager
FLSA: Non-Exempt
Grade: 7
Date last updated: 12-02-2020

Summary Provide support for the human resource department that includes a range of administrative duties to be handled confidentially and discretely where required. Interface with staff, management, vendors, and visitors to the credit union. Prepare reports, correspondence, manuals, spreadsheets, and all other communications utilizing a broad range of computer applications.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assist with the recruitment process as needed including but not limited to reviewing applications, conducting phone screenings, scheduling interviews, background screenings, pre-hire assessments, applicant tracking and other onboarding tasks. Assist with EEO/AAP tracking and monitoring.

Process new hires during orientation session, complete paperwork, typical HR tools, policies and procedures of the credit union. Explain benefits and enroll in benefit programs.

Function as a Subject Matter Expert on benefits. Answer employee benefit questions. Act as a liaison with the various HR insurance carriers, agents and vendors as needed to gain clarification and resolve administrative problems.

Initiate the benefits enrollment processes and Process employee benefit enrollments, changes, and terminations for all credit union benefit programs to include pension plan, 401(k) or 457(b) plans as well as disability, medical, dental, vision, life and other supplemental insurance programs. Distribute plan documents or other benefit plan descriptions in a timely manner. Monitor the enrollment and declination forms for completeness and to comply with credit union policies and procedures. Provide research and feedback on benefits plans.

Assist HR Manager with claims for FMLA and Short-term Disability. Assist with investigating and responding to requests for accommodation.

Maintain up to date and accurate personnel files and process any change of status events. Update and maintain human resources database and assist with daily administration of performance appraisal and compensation system maintenance.

Compile, input, and process all Payroll data changes and payments to include salary changes, hours, payroll taxes, insurance, cafeteria, and other payroll deductions and access levels insuring complete confidentiality throughout the process. Prepare accounting entries, maintain employee attendance records and other payroll reports. Administer the PTO bidding process.

Answer departmental phone and email inquiries, disseminate information, research, and respond to questions and provide follow-up information.

Complete HR documentation requirements, including, but not limited to human resources databases, recordkeeping, surveys, required reporting, and employment verifications and background checks.

Perform specialized or confidential administrative duties, including researching data, completing salary surveys, and preparing reports, presentations and spreadsheets as needed. Utilize a range of computer applications and ensure accuracy of work.

Stay abreast of laws, regulations, and compliance areas which affect personnel and employment relations. Identify legal requirements and government reporting regulations affecting HR functions and ensure policies, procedures, and reporting are in compliance. Assure the HR Manager or VP HR are advised of employee relations matter or potential legal issues.

Comply with all credit union general policies, standards, and procedures. Set an example in assuring confidentiality of all credit union business.

Maintain HR procedures. Recommend personnel policies and procedures and implement changes as requested.

Back up HR Manager as needed.

Assist with Training Department administrative duties such as preparing new hire binders, updating PowerPoint presentations, maintenance of online training programs and assistance with tracking training progress, sending surveys, etc. Other training responsibilities may be assigned, as necessary.

Provide HR guidance and feedback to managers and supervisors in fulfilling their supervisory responsibilities in handling personnel and other employment issues.

Prepare employee separation notices and related documentation i.e. COBRA and PTO payout. Conduct exit interviews informing management of the results.

Supervisory Responsibilities This job has no supervisory responsibilities.

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

Use of Technology - Demonstrates required skills, Adapts to new technologies, Troubleshoots technological problems, Uses technology to increase productivity, and Keeps technical skills up to date

Communications - Expresses ideas and thoughts verbally, Expresses ideas and thoughts in written form, Exhibits good listening and comprehension, Keeps others adequately informed, and Selects and uses appropriate communication methods

Teamwork - Balances team and individual responsibilities, Exhibits objectivity and openness to others' views, Gives and welcomes feedback, Contributes to building a positive team spirit and Puts success of team above own interests

Initiative - Volunteers readily, Undertakes self-development activities, Seeks increased responsibilities, Takes independent actions and calculated risks, Looks for and takes advantage of opportunities and Asks for help when needed

Job Knowledge - Competent in required job skills and knowledge, Exhibits ability to learn and apply new skills, Keeps abreast of current developments, Requires minimal supervision, Displays understanding of how job relates to others and Uses resources effectively

Recruitment and Staffing - Utilizes recruitment sources, Exhibits sound interviewing skills, Presents positive, realistic view of the Organization, Analyzes and forecasts staffing needs and Makes quality hiring decisions

Relationship Building - Builds rapport up, down, and across the organization, Establishes collaborative relationships to achieve Objectives, Seeks win-win solutions to conflict, Develops network of professional contacts and Displays empathy and tolerates diverse viewpoints

Organizational Support - Follows policies and procedures, Completes administrative tasks correctly and on time, Supports organization's goals and values, Benefits organization through outside activities and Supports affirmative action and respects diversity

Planning/Organizing - Prioritizes and plans work activities, Uses time efficiently, Plans for additional resources, Integrates changes smoothly, Sets goals and objectives, Works in an organized manner

Quality - Demonstrates accuracy and thoroughness, Displays commitment to excellence, Looks for ways to improve and promote quality, Applies feedback to improve performance and Monitors own work to ensure quality

Dependability - Responds to requests for service and assistance, Follows instructions, responds to management direction, Takes responsibility for own actions, Commits to doing the best job possible, Keeps commitments and Meets attendance and punctuality guidelines

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Associate's degree (A. A.) or equivalent from two-year college or technical school; or two-five years related experience and/or training; or equivalent combination of education and experience. Prior managerial or supervisory experience preferred.

Language Skills Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from managers, vendor/clients, and employees.

Mathematical Skills Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.

Reasoning Ability Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software; PowerPoint; and Adobe Acrobat.

Certificates, Licenses, Registrations PHR or SHRM-CP certificate is recommended.

Other Skills and Abilities This position requires someone who can interact positively, professionally, and confidently with all levels of employees. An individual should possess the ability to train/explain benefit plans and other HR tools to employees both individually and in group settings.

Other Qualifications They must also have a thorough knowledge and understanding of general HR law, payroll law, credit union policies and procedures. They must be able to make independent decisions when necessary. They must possess the ability to communicate and assist managers and supervisors with handling personnel issues.

Physical Demands and Work Environment The physical demands and work environment 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 sit, use hands to finger, handle, or feel, reach with hands and arms, and talk and hear. The employee is occasionally required to walk and stand. The employee may frequently occasionally lift and/or move up to 25 pounds and occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is sometimes exposed to outside

weather conditions as they are expected to routinely travel between branches. The noise level in the work environment is usually moderate.