

Human Resource Specialist

DEPARTMENT: Human Resource

REPORTS TO: Human Resource Manager

SCHEDULE: Monday-Friday, 8:00am-5pm
(may have some flexibility with hours)

PAY GRADE: 6

Position Summary

The Human Resource Specialist will be responsible for the oversight of the day-to-day operations of the department, directing and participating in staffing activities, maintaining personnel files, maintenance of the Human Resources Information System (HRIS), leave programs, employee relations, and assist with the administration of health, dental and voluntary benefit programs. Additionally, may also contribute to the oversight of the safety program. Additionally, this position contributes to the regulatory compliance and efficient operations of the District.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Oversee the management of the routine day-to-day operations of the Human Resource Department
- Contributes to the development and maintenance of recruitment strategies to achieve required staffing levels
- Participate in and oversee the recruitment life cycle; posting of positions internally and externally; screens applications/resumes; reviews applications/resumes with hiring manager; schedules and interviews candidates (by phone or in person); makes recommendations for hire (or not hire); reference/ background/drug screening process; and the onboarding process. Maintain records on recruiting activities as required
- Administer benefit policies and programs such as tuition reimbursement, Wellness program, leave programs (i.e. FMLA, Worker's Comp, OSHA Logs, Short-term and Long-term Disability)
- Assist with the administration of the health, dental, life and voluntary benefit programs
- Maintain and oversee the HRIS, which includes the timely processing of employee data, data integrity, reporting and analysis, and integration with the payroll
- Participate in and oversee the off-boarding of departing employees
- Supervise the Human Resource Administrative Assistant
- Coordinate and oversee employee functions
- Assist with the rollout and implementation of HR policies and programs
- Follows procurement processes and procedures
- Participates in and oversee special projects, as assigned
- May participate on internal and external committees
- Complies with company policies, including but not limited to safety concerns and incident reporting
- This description describes only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department

Required Education and Experience

- Bachelor's degree in Human Resources or related area; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties
- Experience in areas such as Human Resource, employee relations, benefit administration, recruitment or similar experience

Licensing/Certifications:

- Valid Driver's License
- HR Certification or related certification - preferred

Additional Skills

- Ability to maintain effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups
- Ability to interpret, understand and administer regulations and programs
- Proficient in Microsoft Office Products or similar software
- Communicate clearly and effectively
- Detailed oriented
- Exhibits strong organizational skills
- Ability to problem-solve

Work Environment and Physical Demands

This job primarily operates in a climate-controlled environment. Works with equipment such as computer, copy machine, fax, and phones. The position requires auditory and visual skills and the ability to follow written and oral instructions and procedures. There is no regular travel expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Northern Kentucky Water District employs qualified persons in all jobs in a manner which will ensure equal employment opportunity, as well as administer personnel actions in a manner as to not discriminate against any person on the basis of race, religion, national origin, age, sexual orientation or disability.

TO APPLY:

If you have an interest in the above named position, and you meet the listed qualifications, please complete and submit an application form which is available at www.nkywater.org or in person at 2835 Crescent Springs Road, Erlanger, KY 41018. Applications may be submitted by email to hr@nkywater.org or mailing to 2835 Crescent Springs Road, Erlanger, KY 41018.

**The Northern Kentucky Water District is an Equal Opportunity
Employer/Minorities/Females/Disabled/Veterans.**

Posting Date: October 4, 2018