



Human Resource Specialist

JOB STATUS: Full time, daylight, 40/hours week, 7:30 a.m. – 3:30 p.m.

LOCATION: 131 Pleasant Drive, Aliquippa, PA 15001

JOB DESCRIPTION: Reporting to the Director of Human Resources, the Human Resource Specialist will work collaboratively with all levels of the organization providing and reviewing HR services including policies, benefits, compensation, and performance management.

KEY RESPONSIBILITIES:

- Assists with FMLA, STD, FFCRA and other leaves. Counsels employees and management on eligibility and leave status. Coordinates return to work, including light duty.
- Coordinate, maintain and prepare documents for various inspections and monitoring with federal, state and county agencies to assure sustained compliance.
- Executes HR policies and procedures, handles employee relation issues that arise.
- Work with ADP – employee time and attendance system.
- Handles employment-related inquiries from applicants, employees, and supervisors.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Responsibilities include sourcing and reviewing resumes and screening candidate to determine interest level, potential fit, qualifications; coordinating department interviews and employment offers.
- Coordinate and present New Employee Orientation and support full on boarding as needed.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Research and draft new policies and procedures.
- Maintains personnel information and files in accordance with federal and state laws.
- Assist with agency wide training coordination, scheduling, tracking and development efforts.
- Assist with employee recognition programs.
- Performs all activities with discretion and maintains the confidentiality of all information.
- Completes special projects and other HR duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Human Resource Management, Business Administration or related field and at least one year of human resource management experience.
- Proficient in MS Office Suite.
- Strong written and verbal communication skills.
- Excellent organizational skills and self-motivation.
- Knowledge of standard HR and recruiting concepts, practices and procedures.
- Strong interpersonal skills and ability to prioritize, multi-task, and meet deadlines.
- Ability to be respectful, approachable and team oriented while building strong working relationships.