



Human Resources Specialist

Job Code: HRSPEC - 113
Revision Date: Dec 21, 2018

Salary Range:
\$17.55 - \$28.71 Hourly
\$1,404.00 - \$2,296.80 Biweekly
\$36,501.00 - \$59,712.00 Annually

FLSA: Non-Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to perform all the activities necessary to process payroll, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management, and to support the Human Resources Manager with the functions of benefits enrollment and coordination, as well as with compensation administration. This position requires the incumbent to operate in accordance with local, state, and federal laws, as well as with EHN company policies, standards, and ethical guidelines. The Specialist is also expected to help foster positive relationships with internal and external business partners so that the HR Department functions to maintain credibility and consistency within the organization and the community.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Ensures employees and their eligible dependents re properly enrolled in the company benefits program.
- Collects and properly maintains all health-related information.
- Assists the BCM with the implementation and monitoring of company compensation program and works to ensure that details of the program are properly communicated and coordinated.
- Ensures employees, who are on a leave of absence (FMLA, Workers Compensation, personal leave, etc.), are kept up to date with important benefit related information.
- Provides timely and respectful HR related service to EHN employees at all times.
- Manages workflow to ensure all payroll transactions are processed accurately and timely.

- Reconciles payroll prior to transmission and validate confirmed reports.
- Understands and assists with proper taxation of employer paid benefits.
- Performs compliance for unclaimed property payroll checks.
- Processes accurate and timely year-end reporting when necessary (W-2, W-2c, etc.) and reporting in conformance with Affordable Care Act.
- Develops ad hoc financial and operational reporting as needed.
- Processes manual checks.
- Updates and reconciles monthly bank statements from HRIS financial system.
- Coordinates updating of new hires and terminations with Human Resources.
- Approves and processes employee mileage reimbursement.
- Assist Accounts Payable as needed.
- Assist with Employee Assistance Program services
- Assist with coordinating onboarding
- Conducts background checks on candidates
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Human Resources, Business Administration or related field major supplemented by two (2) years of experience processing multi-state payroll, benefits, or related human resource; or a High School graduation or GED equivalent supplemented by four (4) years of human resource experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.