

# **BELL COUNTY PUBLIC HEALTH DISTRICT**

## **POSITION DESCRIPTION**

**Position Title: Human Resources Specialist**

### **GENERAL DESCRIPTION:**

The Human Resources Assistant performs administrative tasks and provides support to staff and the operations of the Bell County Public Health District human resources department.

### **Duties/Responsibilities:**

- Assists with talent acquisition, recruitment initiatives, and hiring.
- Conducts or assists with onboarding, new hire orientation, and exit interviews.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Provides clerical support to the human resources and finance department.
- Answers frequently asked questions from applicants and employees relative to standard policies, HRIS systems, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- May act as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

**Education and Experience:**

- Associate degree in related field, or current SHRM / HRCI human resource certification, or a minimum of 4 years related human resources experience required.
- Prior related office experience.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 20 pounds at times.