



JOB DESCRIPTION

Position Title	Program/Department	Reports to
Human Resources Specialist	Administration	Director of Finance
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	03/07/2024

POSITION SUMMARY

Support the Director of Finance and Good Samaritan staff by completing routine human resources tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Post open positions on relevant websites
- Screen potential candidates and run background checks
- Write offer letters and other correspondence
- Manage onboarding process for new staff
- Maintain job descriptions and the organizational chart
- Evaluate compensation data and determine appropriate pay ranges
- Gather new employee required paperwork
- Administer employee benefit enrollment
- Manage the annual performance review process
- Work with leadership to review and draft policies including the employee handbook
- Assist with employee concerns
- Support supervisors with performance improvement plans or other corrective actions
- Manage offboarding process for departing employees including exit interviews
- Keep personnel records organized and up to date
- Oversee employee satisfaction measurement tools and provide reports as needed
- Prepare internal communications (reminders, updates, etc.) for all staff

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Associates degree in business or human resource management, or equivalent experience
- Microsoft Office knowledge
- Excellent organizational skills and detail oriented
- Good communication skills and time management

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor’s degree in Human Resource Management or Business Administration
- 3+ years of experience in Human Resources

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to move about inside the office to access file cabinets, office machinery, etc., and must be able to remain in a stationary position 80% of the time. Employee will also constantly operate office machinery such as computers, copy machines and calculators, and will frequently learn new information and communicate accurate details in person and in writing.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____