



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Human Resources Specialist

Reports to: Director of Human Resources

FLSA Status: Non-Exempt

Position Status: Full-Time

Grade: 40

JOB SUMMARY: Under the direction of the Director of Human Resources and in accordance with applicable laws, regulations and best practices, the Human Resource Specialist is responsible for ensuring the daily functions of the Human Resources Department are executed in an accurate and timely manner to support the ELC's mission and services. The Human Resources Specialist role is a position of discretion and trust, requiring a high degree of business acumen.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice).

- Prepares and maintains employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates and other key details to ensure compliance with applicable legal requirements.
- Administers health, life and disability insurance enrollments and communicates with service providers concerning routine administration of programs.
- Accurately prepares and processes new hire paperwork in a timely manner.
- Schedules and creates employee events: setting up, enlisting participation from staff and ensuring proper notifications are sent to secure room reservations and any technical support necessary.
- Schedules visits from third party vendors to be accessible for staff.
- Supports the manager in creating content for the staff newsletter.
- Administers the hiring process by the preparation of:
 - job postings across multiple venues
 - interviews
 - reference checks

- Level I & II background checks and drug screening
- orientations
- Maintains list of approved positions.
- Maintains ELC's organizational chart and the employee directory.
- Maintains human resource information system records and compiles reports from the HR/Payroll database.
- Sends reminders to managers when new employee introductory reviews are due.
- Takes minutes and distributes to the members of the A team.
- Completes monthly Human Resources Metrics.
- Distributes, processes, tracks, and records requests for leave paperwork to ensure compliance with applicable legal requirements.
- Processes employment-related inquiries from applicants, employees, and supervisors, referring complex and/ or sensitive matters to the appropriate staff.
- Conducts audits of HR and benefits files and participates in outside audit documentation.
- Interprets and explains human resources policies, procedures, standards, laws, or regulations.
- Maintains a high level of confidentiality with sensitive and confidential situations and documentation.

COMPETENCIES:

- Communication Proficiency
- Customer Focus
- Ethical Practice
- Attention to detail and accuracy
- Ability to maintain confidentiality
- Good judgement
- Discernment
- Critical Thinking
- Collaboration across multiple departments
- High Integrity

WORK ENVIRONMENT:

- This position operates in a professional office environment and remotely.
- This role uses commonly used applications that include Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and third- party data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods of time.

- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time non-exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 AM – 5:00 PM.
 - This position may work nights, weekends, and holidays.
 - This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate degree in Business Administration, Psychology, or closely related field.
- Minimum of two (2) years' experience in an office setting.
- Minimum of two (2) years' experience in computer skills to include MS Outlook, Word, PowerPoint, and third-party databases.

PREFERRED CERTIFICATION AND EXPERIENCE:

- SHRM-PHR or Professional Human Resource Professional
- Three (3) or more years in a human resources department for a non-profit organization

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level I Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – if applicable
- Access to Reliable Transportation – if applicable
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location

REASONABLE ACCOMADATION WILL BE MADE FOR AN OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.