

NFWB Human Resources Specialists

The HR Specialist will be required to implement programs and oversee initiatives of the Administrative Department with a specific emphasis in the field of Human Resources. The incumbent will assure operations are running effectively in the absence of the Director of Administrative Services and reports directly to the Director of Administrative Services.

During the hiring process, he/she will consult with and coordinate the hiring teams to ensure that the right candidates are being placed into the right position.

- Daily job duties include:
 - Preparing or updating employment records related to hiring, transferring, promoting, and terminating
 - Explaining human resources policies, procedures, laws, and standards to new and existing employees
 - Ensuring new hire paperwork is completed and processed
 - Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
 - Addressing any employment relations issues, such as work complaints and harassment allegations
 - Processing all personnel action forms and ensuring proper approval
 - Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

- HR specialists may also from time to time be asked to assist the Director of Administrative Services in the following roles:

- *Workforce Planning and Employment*
 - Implementing the organization's recruiting strategy
 - Interviewing applicants
 - Administering pre-employment tests
 - Assisting with completing background investigations
 - Processing transfers, promotions, and terminations

- *HR Development*
 - Conducting training sessions
 - Administering on-the-job training programs
 - Evaluating the effectiveness of training programs
 - Maintaining records of employee participation in all training and development programs

- *Total Rewards*
 - Analyzing job duties
 - Writing job descriptions
 - Performing job evaluations and job analyses
 - Conducting and analyzing compensation surveys

- *Employee and Labor Relations*
 - Interpreting union contracts
 - Helping to negotiate collective bargaining agreements
 - Resolving grievances
 - Advising supervisors on union contract interpretation

- *Risk Management*
 - Developing and administering health and safety programs
 - Conducting safety inspections
 - Maintaining accident records
 - Preparing government reports as to remain in compliance

The minimum requirements for this position are one of the following certifications – the candidate must either have or be working toward achieving a certification in the field of Human Resources by one of the accredited institutions and have at least one year in the profession or 2 years working in the field and with minimum of four year college degree in either human resources or a related field such as (not limited to) education, business, or business administration.

Society of Human Resource Management (SHRM)

- SHRM-CP (certified professional)
- SHRM-SCP (senior certified professional)

HR Certification Institute (HRCI)

- Professional in Human Resources (PHR)
- Senior Professional in Human Resources (SPHR)
- Global Professional in Human Resources (GPHR)
- Human Resource Management Professional (HRMP)
- Human Resource Business Professional (HRBP)
- California Certification for PHR and SPHR certified professionals