NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

HR Specialist

Department: Human Resources
FLSA Status: Non-exempt
Grade/Level: Classified

Job Status: Full Time
Reports To: Director of Human Resources

Amount of Travel Required: As needed
Positions Supervised: N/A
Contract Length: N/A

GENERAL STATEMENT OF DUTIES:

This position serves as the initial point of information for Human Resources, application tracking, interview scheduling, mailroom, and reporting functions of the college ensuring efficient and effective service to the faculty and staff in all such related activities.

MAJOR RESPONSIBILITIES:

- Greet and assist visitors to Human Resources.
- Provides services to employees to answer their questions, resolve problems, and orient newly hired employees and process enrollment forms, changes and employment verifications.
- Complete all purchase orders and order supplies as needed.
- Maintain information on the NTCC and ADP portal.
- Keep online employee directory updated.
- Assist in maintaining required HR files such as personnel, payroll, official transcripts, FMLA, DPS, and 1-9 files.
- Maintains employee data in automated human resources information systems. (ADP)
- Assists in the transfer of data to external vendors, plan providers, auditors, and consultants.
- Assists with employee events such as retirement reception, annual holiday lunch, service award presentations and the ordering of service awards.
- Notifies employees of changes in programs.
- Serve as election judge during any and all college elections. Recruit election clerks, order materials, and supervise all aspects of all college related elections.
- Extract information directly from ADP reports as needed for office use or upon requests from other departments or outside agencies. (TRS, ORP, Tax Sheltered Annuities and insurance reports for example and among many)
• Coordinate applicant tracking system. File, scan, and maintain all spreadsheets and software systems regarding employment applications.
• Post job listings on campus workroom bulletin boards and fax job listings to off campus sites.
• Prepare and send advertisements for open positions. Complete appropriate purchase orders for ads.
• Sort, stuff, and distribute outgoing mail for department.
• Monitor fax machine in coordination with Administrative Services Administrative Assistant.
• Keep abreast of current college policies and procedures.
• Assist in preparation of budget and related financial documents with information as needed.
• Assist with auditing payroll reports for accuracy before payroll is disbursed.
• Keep abreast of current college policies and procedures.
• Prepares CBM008 for reporting each semester.
• Reports all Workers Comp claims to the insurance company in a timely manner.
• Scanning of all paper items to electronic formats/versions.
• Shredding of all paper documents following scanning.
• Maintains official transcript and FMLA files.
• Maintain confidentiality of all payroll, benefits, personnel and employment information.
• Disburses checks from Flexible Reimbursement Accounts, auditing claims for accuracy.
• Perform other duties as assigned by supervisor.

POSITION CHARACTERISTICS AND QUALIFICATIONS:

• Attitude of willingness to participate in a team and assist others inside and outside the department
• Exemplary service standards and positive attitude
• Commitment to refrain from gossip and rumor
• Acceptance of responsibility
• Basic office functions
• Ability to multi-task
• Attention to detail
• Computer skills
• Software knowledge – Outlook, Excel, Word and PowerPoint
• Works independently
• Follows verbal and written directions
• Works closely and cooperatively with faculty and staff
• Ability to maintain high level of confidentiality
  Exemplary level of customer service skills
• Organization skills
• Ability to write professional, coherent email communication

Education and Experience

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High school diploma or equivalent
Associate’s degree or above preferred
1 year experience working with the public
1 year of general clerical with computer and software knowledge

SIGNATURES:

_____________________________________________  ____________________
HR Specialist                                  Date

_____________________________________________  ____________________
Director of Human Resources                   Date

_____________________________________________  ____________________
President                                     Date