

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

POSITION DESCRIPTION

POSITION: Human Resources Specialist

REPORTS TO: Manager, Human Resources

PRIMARY AREAS OF WORK: The Human Resource Specialist handles and provides support for various HR employee programs within the department and organization.

SPECIFIC DUTIES:

- Handles requests for temporary workers, coordinating with outside employment agencies.
- Assists in making travel/itinerary/accommodation arrangements as needed.
- Conducts referencing of final candidates.
- Collects accurate applicant and workforce tracking data for EEO reporting.
- Represents GSCNC to applicants and employees. Serves as primary contact with applicants advising them of job vacancy status and the employment process.
- Determines the suitability of the applicant for employment. In cases where an applicant is judged unqualified, tactfully turns the applicant away.
- Conduct reference checks for all new hires.
- Assist Director in introducing new staff.
- Coordinates the on-boarding process of new hires and continues serving as a point of contact to provide ongoing guidance and support, when needed. Meets with new staff periodically during the first 6 months of hire.
- Responsible for New Staff Orientation, Benefits Orientation and/or Field Assistant Training of new employees.
- Process semi-monthly payroll.
- Maintains accurate leave records on each staff member in accordance with established procedures and personnel policy. Distributes reports to managers semi-annually advising them of department staff leave balances.
- Reviews benefit enrollment forms for accuracy and coordinates enrollment with third-party administrator.
- Coordinates health, life and disability insurance enrollments and communicates with service providers concerning routine administration of programs.
- Maintains personnel files in compliance with applicable legal requirements.
- Process employee status changes in a timely fashion.
- Process payroll action forms and ensures proper approvals.
- Oversee special events for staff by coordinating committees and schedules and by staying within budget.
- Handling staff inquiries about system lock-outs and how-to's (i.e. request time off, report/record life event, address change)

- Responsible for maintaining computer systems, i.e. Paylocity, bSwift, BenefitFocus, etc.
- Review and resolve error reports from BenefitFocus and bSwift.

MINIMUM QUALIFICATIONS:

- This role is highly consultative and requires strong critical thinking and problem solving skills.
- Must be familiar with Federal, State, Local employment regulations.
- Bachelors' degree in Human Resources, Business, or related field a plus.
- 2-4 years HR Generalist experience
- 2 years of experience processing payroll for a small to medium size organization.
- Mastery of HRIS system, preferably Paylocity.
- Must have transportation to be able to travel to satellite offices in Maryland, Virginia, and West Virginia.
- Well-developed interpersonal communication skills, both oral and written, are essential.
- Position involves significant interpersonal communication both internally and externally at a variety of levels.
- Strong customer service orientation; well organized with a strong sense of attention to detail and the ability to balance multiple demands

8/2016