

ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD
POSITION DESCRIPTION

POSITION TITLE: Human Resource Training Specialist

FULL TIME POSITION: Human Resources Department – 8:30 – 5:00 and ½ hour lunch daily.

GENERAL PURPOSE OF THE JOB:

To support the HR Department in carrying out the HR processes and training responsibilities of the HR Department. Focuses on teaching specific areas of knowledge or on-the-job capabilities needed for certain positions. To relieve the HR Director of certain responsibilities that will allow them to spend a greater portion of their time on other needs of the department.

PRIMARY DUTIES AND RESPONSIBILITIES:

Human Resource Functions

- Support the Human Resources (HR) Director with recruitment, worker's compensation, employee relations, and onboarding
- Perform benefits administration, including enrolling, change reporting, approving invoices for payment and communicating benefits information to employee
- Recommend progressive training programs that will enhance overall organizational effectiveness
- Maintain human resources and payroll systems with current information, including processing employee status changes; maintain personnel files and conduct file audits to ensure compliance with applicable regulations
- Prepare and provide reports to various departments as requested
- Notify supervisors and monitor compliance with employee performance evaluations; assist supervisors with employee performance evaluations
- Serve as backup to the Administrative Assistant in covering the switchboard and greeting when necessary
- Other human resources duties as assigned

Training Functions

- Train new and existing employees in required areas and review content regularly to make sure it is current, accurate, and in line with organizational needs
- Develop and implement leadership and other training for supervisors
- Support the In Service Trainer (IST) with development and delivery of state and local agency required training as needed.
- Other training duties as assigned

SKILLS AND ABILITIES:

- Associate degree and two (2) years of work experience; or, a high school diploma and four (4) years' work experience, preferably in Human Resources or other administrative areas required. A Bachelor's degree preferred.
- Must understand the importance of confidentiality of information
- Must be able to multi-task managing several deadlines
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures
- Must have good computer skills with a working knowledge of Microsoft Word, Excel, & Power Point
- Ability to interpret and implement policy and procedures
- Good communication skills, both verbally and in written form
- Ability to express ideas clearly and concisely
- Good communication skills, both verbally and in written form.

Physical abilities required include: repetitive motion, standing, walking, lifting, grasping, hearing, visual acuity, speaking, writing, reading, kneeling, reaching, turning and bending. These employees may be subject to verbal, physical or emotional assault by persons served and may be required to wear protective clothing. As a requirement of continued employment, these employees must be able to attend and complete in-service training as dictated by state, federal and Board regulation.

COMPENSATION - Hourly position, not exempt from overtime.

SUPERVISORY RELATIONSHIP - Reports to HR Director.

ALL EMPLOYEES ARE EMPLOYEES AT-WILL AND ARE FREE TO LEAVE THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL. AS A CORRESPONDING RIGHT, THE ANDERSON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD HAS THE SAME RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME, FOR ANY REASON OR FOR NO REASON AT ALL.

Human Resources

Date

Employee Signature