

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Human Resource Specialist
SALARY LEVEL: I

LAST UPDATE: 2013
REPORTS TO: Head Start/Early Head Start Director

MISSION STATEMENT: This position is responsible for performing specialized human resource and administrative support tasks to maintain professional human resource functions in the following areas: recruitment, training, and classification; payroll, recordkeeping, and reporting; employee orientation, relations, benefits and documentation.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat Head Start/Early Head Start participants, community members and fellow staff with positive regard.
2. Develop, implement and monitor Human Resource management of the Head Start/Early Head Start program
3. Track and monitor a wide array of facts for meeting the goals of the program
4. Make recommendations on Human Resource decisions for the program
5. Negotiate by exchanging ideas and information with others to develop policies
6. Develop and update recruitment, hiring and performance appraisal instruments in order to comply with applicable state and federal requirements.
7. Coordinate and facilitate hiring process including interviewing applicants
8. Advise applicants on career opportunities at Head Start/Early Head Start and explain application and hiring procedures; assist in developing and maintaining job descriptions
9. Compose recruitment announcements and advertisements; create, modify and implement recruitment plans including working with management staff to review applicant information, explain application and hiring processes and supporting managers regarding recruitment and selection practices
10. Monitor and record employee status changes.
11. Compute and record salaries for all program staff.
12. Process time sheets, leave slips and travel vouchers in a timely manner.
13. Perform preparation and submittal of personnel, payroll and benefit documents and reports.
14. Establish and maintain efficient and effective record-keeping systems to provide accurate and timely staff information and ensure appropriate confidentiality of this information.
15. Compile and disseminate personnel information for the purpose of information sharing between Head Start/Early Head Start and the College of Southern Idaho.
16. Develop recommendations and strategies in order to integrate Head Start/Early Head Start personnel performance standards with College of Southern Idaho policies.
17. Complete an annual wage comparability study based on current wage information from across the state.
18. Assist in compiling annual Program Information Reports (PIR)
19. Generate periodic reports of personnel operations in order to maintain program accountability, program quality control, and advise governing bodies, policy council, and staff of program progress.
20. Provide training and technical assistance regarding personnel and clerical needs of the program.
21. Participate in annual self-assessment of the program.
22. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Answer the phone and greet public using appropriate etiquette.
- Assist in keeping the office area clean and attractive.
- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Baccalaureate degree in related field
- Ability to maintain a high level of professional ethics and integrity in dealing with confidential information and with the general nature of services provided
- Knowledge of computerized office and data record systems and proficiency in appropriate computer software
- Knowledge of supervisory practices, recruitment and interviewing methods
- Effective project and time management and decision-making skills and ability to manage multiple projects independently and concurrently
- Ability to communicate verbally and in writing; preparing written correspondence and reports
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place