

KANSAS WESLEYAN UNIVERSITY

Job Description

HUMAN RESOURCES SPECIALIST

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this job you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email your application materials to hr@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified and continue until a hiring decision is made.
- Position is anticipated to be filled as soon as possible.
- Position begins as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

JOB'S TITLE: HUMAN RESOURCE SPECIALIST

JOB'S OPERATING GROUP: Business Office

JOB'S DEPARTMENT: Human Resources

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of the HR Department is to assist the President and the University to identify, select, improve, and retain employees who can and will achieve the goals and objectives of the university, and to do so utilizing current HR best practices while complying with all federal, state, and local laws and university policies governing HR practices and processes. Major responsibilities include: 1) creating and enhancing HR processes which are in compliance with industry "best practices" as well as with federal, state, and local laws, 2) assisting hiring managers to identify and select the best possible employees, 3) assisting managers to effectively and efficiently implement HR processes, policies, and practices, 4) auditing and documenting University-wide HR activities for legal and ethical compliance, and 5) assisting managers to identify and adjudicate employee grievances, discipline, and problems.

DIRECT SUPERVISOR: Staff Accountant

DATE JOB LAST REVIEWED/ANALYZED: August 2019 – Rhonda Bethe, CFO.

JOB'S EMPLOYMENT STATUS: Full-Time, Exempt (Administrative Duties Exemption), Salaried, Staff, and At-Will

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Salary dependent on the applicant's qualifications and experience. Full benefits available to full-time, staff employees.

JOB INFORMATION

JOB'S SUMMARY: The Human Resources Specialist will be responsible for performing all day-to-day **operational** aspects of the HR department. For a full list of responsibilities, please see the Job Responsibilities section on the following page.

JOB WORKS WITH: Works directly with the Chief Financial Officer, Staff Accountant, supervisors, and all KWU employees. Indirectly with students and student groups, and other community stakeholders.

JOB'S STAFF AUTHORITY: None.

JOB'S BUDGET AUTHORITY: Assists the Staff Accountant with the development and administration of the HR budget.

JOB'S PHYSICAL WORKING CONDITIONS: Temperature controlled office environment. Sitting, standing, walking, stooping, typing, speaking, listening, and other similar activities in support of copying, filing, document creation, meetings, and other similar responsibilities.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None.

JOB'S EQUIPMENT: University data base systems (Jenzabar/CARS, Paylocity HR System, Office 365 Suite, etc.), university phone system, etc.

JOB'S WORK SCHEDULE: Office hours of 8:00 am – 5:00 pm, with additional evening and weekend hours as required to complete the job's requirements in a timely and accurate manner.

JOB'S TRAVEL REQUIREMENTS: Some travel is required, primarily for job related conferences and personal development.

JOB RESPONSIBILITIES/RESULTS

JOB'S ESSENTIAL RESPONSIBILITIES (90%): This job is responsible for effectively and efficiently accomplishing the following responsibilities and results in a timely and accurate manner:

- **University HR Assistance**
 - **Employee Assistance:** responsible for advocating for employee well-being and success, as well as assisting employees in answering employee questions, concerns, and requests for information and documents.
 - **Supervisor Assistance:** responsible for providing supervisors with assistance in identifying, understanding, and executing the hiring, separation, corrective action, grievance, performance review, and other HR process as outlined in HR policies and processes, and the Employee Handbook.
 - **External Request Assistance:** responsible for working with external requests for HR and/or employee information including employment verifications, document audits, pre-employment consultations, etc.
 - **Employee Grievance/Complaint Resolution Assistance:** responsible for working with the CFO employees to resolve employment grievances and complaints, and to facilitate investigations required in the resolution process.
 - **Training:** responsible for identifying, scheduling, and documenting employee training as required by university policy, insurance provider policy, and legal requirements.
- **Hiring and Separation Processing**
 - **Hiring Processing:** responsible for identifying, completing, and documenting the HR processes required for hiring new or returning employees/volunteers at the university.
 - **Separation Processing:** responsible for identifying, completing, and documenting the HR processes required for separating employees from the university.
 - **Reappointment and Employment Change Processing:** responsible for assisting in the preparation, completion, and confirmation of all annual employment reappointment and continuing employment processing, as well as changes in employment conditions for existing employees.
- **Benefits and Payroll Assistance/Processing**
 - **Benefits Maintenance and Processing:** responsible for the day-to-day administration of the KWU employee benefit programs, and working with benefit providers to answer employee questions and concerns.
 - **Payroll Data Review:** responsible for working with payroll staff (Payroll Specialist, Payroll Administrator, etc.) to ensure the accuracy and completeness of payroll date for new hires, rehires, and separated employees.
 - **Claims and Cobra Processing:** responsible for working with employees and service providers to process all claims and required forms for unemployment, workman's compensation, and accident claims, as well as working with employees requesting FMLA leave and COBRA benefits.
- **Data Management and Reporting**
 - **Data and Information Management:** responsible for setting-up and maintaining HR data and information files, including working with the Paylocity HR data system, Maestro Health Systems, My Wealth Admin data System, and Jenzabar data system, consistent with legal and university guidelines and process. Also maintains the KWU employee on-line directory and the HR KWU Intranet web site.
 - **HR Reporting:** responsible for identifying and completing all HR required reports Payroll reports, KICA surveys, (IPEDS, Labor Lists, etc.).

- **HR Process and Policy Maintenance**: responsible for working with the CFO to update HR operational and employment policies based on current legal requirements and HR best practices, as well as maintain the Employee Handbook.
- **Internal HR Document Requirements Review**: responsible for reviewing required HR internal processes and documentations for compliance and completeness, including: I-9 audits and compliance, Background Check audits and compliance, file completeness, etc.
- **Complete all on-boarding**: Working with the hiring managers to create offer letters and make sure that email and new employee things are set up. Having the new employee complete all of the new hire paperwork such as I-9 forms, Tax forms, and internal forms.
- **Separation Tasks with all leaving employees**: Completing exit interviews with each employee that is leaving the university. Entering the termination into the Payroll system, benefits system and training system.
- **Benefits**: administration of all benefits through the Maestro Health System data base. Making sure all changes are coded and sent to Payroll. Handling all of the open enrollment process and well enrolling new hire into benefits.
- **Updating and order new hire items**: Updating the directory updates with new hires and separations. Ordering all business cards for new employees as well as reorder for current. Working with the company to order all name tags and door plates.
- **Tuition Exchange**: Working with both Tuition Exchange companies to know the number of imports and exports. Approving the yearly application of the tuition exchange participants.
- **Adjunct and Faculty Contracts**: Create new contracts for Adjunct Faculty and Full-Time Faculty.
- **Recruitment**: Post the open positions on the KWU website, national media, and local media.

JOB'S OTHER DUTIES (10%):

- **Special Projects, Research, and Reports**: responsible for planning and executing special project, research, and report assignments under the supervision of the CFO and Staff Accountant to include: prevailing regional and local wage rates, best practices in HR, current process improvement, current HR metrics, and other similar **strategic** tasks and aspects of HR.
- **Investigation Assistance**: assist the in campus investigations such as those related to HR or Title IX complaints and allegations.
- **Budgeting**: responsible for assisting the CFO and Staff Accountant with developing and managing the HR budget.
- **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR.**

JOB'S PERFORMANCE MEASURES AND REVIEWS:

1. Performance Measures
 1. Goal assignments related to specific operational outcomes and reporting as outlined in the employee's monthly Big Five Reports.
 2. Supervisor's quarterly and annual performance evaluation.
 3. Peer survey evaluation.
 4. Employee HR satisfaction survey.
2. Performance Reviews
 1. Continuous feedback as needed.
 2. Twice monthly **informal** performance review with job's supervisor.
 3. Quarterly **formal** performance review with job's supervisor.
 4. Annual performance review.

JOB QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED:
- PREFERRED: Undergraduate degree or higher with course work in human resource and/or employment management.

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED:

- PREFERRED: SHRM certification or work toward SHRM certification.

WORK EXPERIENCE:

- MINIMUM REQUIRED: At least two years working in an HR office or in an employment support role.
- PREFERRED: More than two years prior experience in HR management and with experience in benefits and working with unemployment, worker's compensation, and employee accident claims.

MINIMUM KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES (KSAA'S):

- Knowledge
 - Understanding of HR office management terminology and practices.
 - Knowledge and understanding of HR concepts, best practices, policies, and processes.
 - Understanding of customer service terminology and practices.
- Skills
 - Professional level oral and written communication skills.
 - Professional level computer skills, especially related the effective use of Word and Excel.
- Abilities
 - Ability to maintain high levels of confidentiality.
 - Ability to understand and exercise high levels of confidentiality.
 - Ability to complete detailed processes accurately and consistently, and to work with limited supervision.
 - Ability to provide high levels of customer satisfaction related to HR questions and assistance.
 - Ability to work well with others, including diverse populations.
 - Ability to set working priorities and to focus on the completion of priority assignments.
- Attitudes
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - A positive attitude toward your job and employer.
 - An attitude geared toward delivering constant and consistent great service to HR's internal and external customers.
 - An attitude toward ethical practices and relationships based on "doing what is right" as opposed to what is expedient.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.