

Arizona Christian University Position Description

Position Title:	Human Resource Specialist	Date Updated:	3-14-2018
Reports to:	Controller	Department:	Finance Department
Direct Reports (if any):	None	FSLA Status:	Exempt
Position Summary: Under the direct supervision of the Controller, the Human Resources Specialist is responsible for implementing and documenting the human capital activities for Arizona Christian University.			
Prerequisite Qualifications:			
<p>A. Education:</p> <ul style="list-style-type: none"> • Bachelor’s degree from a four-year college or university is preferred; or a combination of Education and experience <p>B. Experience:</p> <ul style="list-style-type: none"> • Five years of full-time work experience as a Human Resources Generalist. • Higher Education and Non-profit experience preferred. <p>C. Skills, Knowledge, Abilities:</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited college or university and at least five years equivalent experience • High ethical standards • Capable of using Microsoft Word, Excel, PowerPoint, Outlook, and Adobe Acrobat • Strong organizational and planning skills • Able to maintain strict confidentiality of all internal and personnel affairs • Strong communication skills, both oral and written. • Ability to work effectively individually and in a team environment • Enthusiastic approach to a changing and fast paced work environment 			
Duties, Tasks, Responsibilities (List as many categories as necessary):			
<p>Human Resource Management</p> <ul style="list-style-type: none"> ▪ Develop and maintain accurate job descriptions, employee handbook, and performance evaluations; work with managers to update job descriptions, as needed ▪ Coordinate the recruiting and hiring process for the organization; research and improve recruitment and retention for ACU ▪ Conduct New Hire Orientation for all employees ▪ Document and report all member and staff accidents, including related medical claims for Worker’s Comp ▪ Manage the HRIS system to ensure pay, benefit, and position changes, adds, terms, time cards, and updates are recorded in the HRIS as it impacts the payroll processing ▪ Generate monthly reports on data gathered in a meaningful format and present information to supervisor. ▪ Ensure that ACU is in compliance with the Department of Education’s policies, procedures, and licensing requirements; ensure compliance with local, State, and Federal regulations ▪ Complete all separations, terminations, and exit interviews; analyze data to make recommendations for improvements ▪ Develop and implement employee training and development; recommend additional trainings and facilitate trainings as needed ▪ Implements the University's introductory and annual performance review process. ▪ Oversees volunteer services. ▪ Maintain HR binder containing instructions for all job duties ▪ Complete annual iPeds Report for the DOE and other institutional & external reports, timely 			

Employee Relations

- Ensure a productive work environment that encourages positive, effective working relationships and open communication
- Oversee the processing of adverse actions, grievances and other employee relations matters
- Provides excellent customer service and ensures that questions and concerns are addressed in a professional, caring and timely manner

Employee Benefits

- Coordinate employee retirement benefits program
- Maintain employee PTO in accordance with ACU policy and on compliance with state and federal requirements
- Conduct yearly census on full-time staff to obtain best benefit plan and rates for employees
- Collaborate with broker during open enrollment including communication, collection of forms, and updating enrollment choices.
- Maintain employee benefits during the year including enrolling new hires, reconciling bills, and employee support
- Responsible for reviewing ACA through the monitoring of PT hours in the HRIS system

Leadership and Strategic Planning

- Assist Controller with operational planning, providing perspective on staffing and employee development needs
- Assist with identifying and evaluating opportunities to improve human resource policies, procedures, and programs to ensure they meet ACU standards, needs, and motivate effective performance of all employees
- Responsible for analyzing turnover and developing methods to lower turnover as well as reviewing our current practices in relation to our recruiting, marketing, orientations, and training
- Gather data pertaining to staffing, labor, and other human resource trends and make recommendations as needed
- Oversee the processing of adverse actions, grievances, Performance Improvement Plans, and other employee relations matters.
- Display a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.

Working Conditions:

Position requires the incumbent to sit, stand, walk, kneel, bend, reach, and lift 30 lbs. This position includes many long hours standing, walking, occasionally running, both indoors and outdoors, exposure to extreme heat, as well as cooler temperatures.

Time Required: *(Time period the classification is typically expected to perform as a fully trained employee, after hiring.)*

Full time – 40 hours per week

All new employees shall observe a 90-day introductory period.