

# RIDE CONNECTION POSITION DESCRIPTION HUMAN RESOURCE SPECIALIST

**Position Title:** Human Resource Specialist  
**Position Reports To:** Human Resource Director  
**Full-Time Equivalent:** 100%  
**Status:** Non-Exempt

## **Position Summary**

The Human Resource Specialist (HR Specialist) position is an administrative confidential position that reports to the Human Resource Director of Ride Connection. The HR Specialist assist in developing and managing with all aspects of Ride Connection's personnel, initiatives and strategies. The HR Specialist is responsible for assisting in the agency's recruitment, performance management, employee relations and benefits. Working in collaboration with other team members the HR Specialist ensures that all Human Resource activities contribute to the satisfaction and performance excellence of employees and managers. The HR Specialist must exercise discretion in protecting and releasing information. Employee must work independently and manage multiple projects assigned by the Human Resource Director.

## **Core Accountabilities**

**Agency Values** – Consistently demonstrates Ride Connection values in all business interactions and performance. Ride Connection has identified the following as our agency values:

- Recognize, nurture and appreciate our staff and volunteers.
- Maintain collaborative relationships with Network Providers.
- Deliver safe, personalized and accessible transportation services.
- Assure honest, reliable and accountable business relationships.

**Teamwork** – Exhibits spirit of cooperation, showing adaptability and flexibility in work groups and with volunteers. Supports team goals, assists co-workers and shows appreciation for others.

**Respect and Caring** – Consistently interacts with others in a courteous and professional manner. Maintains confidentiality.

**Effective Use of Resources** – Uses all resources of office and position effectively. Makes efficient use of the time and talents of others. Does not waste materials, supplies or time.

**Initiative** – Shows independence and initiative. Demonstrates creativity in problem solving, contributing new ideas and solutions.

**Leads by example** - Sets clear priorities, exhibits accountability for project and organizational goals and outcomes, has the willingness to do what you ask others to do.

### **Major Duties and Responsibilities**

- Assist in all aspects of the agency's personnel Management, including but not limited to recruitment, conducts new employee orientations, maintains personnel records, and assist with managing benefit packages
- Provides assistance with HR guidance to develop and implement strategic HR initiatives for achieving organizational effectiveness and efficiencies
- Collaborates with and assist in providing guidance and support to program supervisors and managers
- Assist with ensuring that HR operating procedures are created, maintained, and adhered to
- Assists with benefit analysis
- Provides an atmosphere for personnel to discuss a variety of ideas, or concerns
- Assist with conducting HR needs assessment and provides departmental training as needed or requested
- Provides assistance, as assigned to assists managers, supervisors, and employees with conflict resolution and issue resolution in response to workplace issues
- Assists in administering the agency's drug and alcohol policies and programs
- Participate in conducting research on assigned projects, analyzes data, and provides informational reports for management decision-making
- Collects data and issues reports according to prescribed timelines
- Attends agency staff meetings, management meetings and board/committee meetings as required
- Collaborates with Ride Connection staff and partners to ensure that the strategies developed address the needs and goals of individual programs
- Participates in required training programs as required
- Adheres to current Ride Connection Personnel Policies
- Performs all other duties as assigned

### **Required Qualifications**

- AA degree in a related field or a high school equivalent and a minimum of two years of progressively responsible experience in an office environment or the equivalent combination of education and/or relevant experience
- Demonstrated experience in personnel management, documentation, performance evaluations and other essential functions of an HR generalist
- Ability to pass a 10 year National Criminal Record Check which includes fingerprint identification

- Ability to pass a DMV check that meets or exceeds Ride Connection's driving standards
- Must have own personal vehicle and be willing to use personal vehicle for employment purposes. Must maintain proof of auto insurance and comply with State regulations
- Proficient with Microsoft Office
- Considerable knowledge of business English, spelling, punctuation and mathematics
- Strong organizational skills and ability to manage multiple projects within specific timelines
- Good interpersonal, listening, oral, and written communication skills
- Knowledge of project planning and report presentation
- Knowledge of confidentiality rules
- Ability to work independently on assigned tasks
- Ability to exercise good judgment, courtesy and tact in public contact and in handling problems
- Ability to adapt to a rapidly changing environment
- Ability to work with others in a team environment

### **Job Conditions**

- Repetitive motion
- Prolonged sitting
- Office environment
- Extensive visual/hearing involvement
- Extensive telephone verbal communication
- Occasional lifting of items from below the knees or above the shoulders
- Occasional lifting up to 40 pounds

**Note: This job description is intended as a guideline, only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment may be terminated at will, with or without cause.**

**Ride Connection is an Equal Opportunity Employer.**