



Job Description

Job Title: Human Resources Specialist
Classification: Full-time, Non-Exempt
Department: Human Resources
Reports to: Human Resources Director
Location: Boise, Idaho
Apply: <https://idahofoodbank.org/about/employment/>

JOB SUMMARY:

The Human Resources Specialist is responsible for HRIS management and benefits administration in compliance with employment laws, organization policies and procedures, and reporting requirements. This position will support and lead special projects in the HR department. This position supports all HR-related activities and functions, including performance management, recruitment, training and development.

The position requires a proactive, innovative, and flexible HR professional who is dedicated to contributing to the development of business and people to achieve organizational goals and objectives.

PRINCIPLE DUTIES:

While this job description identifies the key responsibilities for this position, it does not include all potential duties that may be assigned or required for the efficient operation of The Idaho Foodbank.

HRIS

- Responsible for HRIS functions.
- Support payroll system employee registration, orientation and training.
- Maintain personnel records in compliance with applicable legal requirements; ensure the integrity of employee data in all business application systems accurately and efficiently; perform periodic audits.
- Develop and maintain HRIS resource pages, recruiting, hiring and onboarding-related content and benefits; support the HR Assistant in maintaining additional HR resources and content.

Benefits

- Administer benefits programs; orientation, enrollment, termination, maintenance and training; ensure timely and accurate processing; approve billings.
- Prepare benefits communication; develop and maintain resource content in HRIS system.
- Participate with annual service provider plan renewals and vendor contracts; serve as liaison between employees and service providers.
- Manage all Leaves of Absences; full life cycle of STD, LTD and Worker's Compensation.
- Coordinate annual Open Enrollment processes; communication, implementation and processing of employee benefit elections.
- Assist with annual 401(k) census and communication/training.
- Responsible for required employee benefit filings and reporting.

Employee Performance

- Manage annual Employee Performance Review process, including communication, timeline, document collection and form updates.
- Manage annual Employee Satisfaction Survey.

Administration

- Assist in the development and implementation of Human Resources policies, rules, procedures, and programs as defined in The Idaho Foodbank Employee Handbook.
- Support of internal organizational events and activities
- Responsible for employee recognition plans (i.e. MVV Award, etc.)
- Other duties as assigned.

POSITION REQUIREMENTS:

- Bachelor's degree in HR Management, Business Management or equivalent discipline strongly preferred.
- High level of integrity, discretion, and respect in the recognition and handling of confidential, sensitive, and proprietary materials and information.
- Ability to work independently, in a team environment with effective interpersonal skills.
- Strong organizational skills and the ability to manage competing priorities; sound judgment, self-directed, able to take initiative when appropriate and meet deadlines, attention to detail.
- Professional, positive, enthusiastic demeanor; flexible, proactive, confident, resourceful, and efficient.
- Excellent listening skills and verbal/written communication.
- Knowledge of current federal & state laws, statutes, regulation, policies and directives pertaining to Human Resources functions.
- Proficiency with MS Office, especially MS Excel.
- Commitment to a culture of diversity and equality and to the organizational mission to end hunger.
- Willing to accept new responsibilities and assignments.
- Current driver's license, vehicle insurance and ability to use personal vehicle for IFB business.
- Must be able to pass criminal background check.

Food Safety:

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Working Conditions:

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Completed applications ARE REQUIRED to be considered for this position and can be sent via e-mail to jobs@idahofoodbank.org or faxed to 208-342-7807. To obtain an application, visit our website at www.idahofoodbank.org. Click on the tab titled "Contact" to view information on career opportunities. Cover letter and resume are required with each application.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.