



POSITION DESCRIPTION

POSITION TITLE	Specialist - HR
SALARY GRADE	2
JOB CODE	NE-A
STATUS: Non-Exempt	
REVISION DATE	1-17-2011

I. GENERAL JOB DESCRIPTION/PURPOSE:

The HR Specialist administers the payroll for the company, supports compensation and benefits administration, maintains personnel records, performs routine clerical duties and assists in completing HR projects to achieve assigned financial and operational objectives in compliance with applicable laws and company policies and procedures.

II. LEADERSHIP REQUIREMENTS (if applicable):

LR Code	Leadership Requirement
LR	<p>Think and behave in alignment with the Companys vision, mission, goals, objectives and Corporate Culture. Build and foster trust with employees, customers, vendors, and the community. Continuously evaluate results and improve the way HPM customers are serviced.</p> <p>Corporate Culture Core Purpose: Bring Enjoyment and Success to our Customers Core Values:</p> <ol style="list-style-type: none"> 1. Honesty, Integrity and Accountability: Assume full responsibility for our personal actions with our customers and each other and operate with integrity in all of our relationships. 2. Fairness and Respect for People: Treat our customers, our suppliers, and each other in the same way we would like to be treated, with respect fairness and dignity. 3. Continuous Self-Improvement: Continually seek to improve ourselves, our work and in the ways we service our customers. 4. Commitment to Excellence: Be satisfied with nothing short of excellence in everything we do.

III. ESSENTIAL FUNCTIONS:

EF Code	Essential Function
EF 1	<p>Administration Duties:</p> <ul style="list-style-type: none"> ◆ Perform a variety of clerical duties. ◆ Collect and distribute incoming and outgoing mail. Ensure outgoing mail contains proper postage and special handling, if required. ◆ Perform errands as necessary.
EF 2	<p>Payroll Administration:</p> <ol style="list-style-type: none"> 1. Ensure the accurate and timely completion of the company payroll process including payment of benefit bills, and all federal and state payroll related taxes; ensure accuracy and safety of payroll data and compliance with company policies, labor law and record retention requirements. 2. Keep up to date with ADP applications, best practices and functionality to ensure continued efficiencies and compliance with laws and regulations.
EF 3	Compensation & Benefits Administration:

EF Code	Essential Function
EF 4	<p>1. Support Annual Merit Increase and Incentive Plan review processes. 2. Administer, monitor and ensure correct payout of incentive compensation plans. 3. Participate in and support Annual Benefit Program renewal process and Cafeteria Plan development. 4. Manage and ensure timely and accurate benefit reconciliations. 5. Assist in administering medical, dental, and supplemental benefit plans. 5. Assist in administering HPM ESOP and 401K plans.</p> <p>Personnel Data Management: 1. Perform timely and accurate processing of employee data including data entered into the HR information systems: receive, review and process all relevant source data documentation pertaining to hiring, termination, employee status changes, benefits, special compensation, and/or special contract assignments for entry into the human resources information systems; perform verification and ensure data integrity and completeness. 2. Ensure thorough and accurate record keeping in compliance with applicable laws and regulations.</p>
EF 5	<p>Employee Services:</p> <p>1. Coordinate the resolution of payroll issues pertaining to new hires, salary adjustments, transfers, benefits etc. 2. Answer and/or assesses and refers telephone queries from employees regarding payroll, benefits and employee status issues. 3. Appropriately administer and interpret all policies and procedures for enforcement and handling of employee questions and inquiries as it pertains to pay and benefits. 4. Assist in Company uniform distribution and inventory management.</p> <p>EF 6 Other Duties: ◆ Achieve assigned financial and operational goals ◆ Comply with company policies (safety, personnel and operation) and applicable laws and regulations ◆ Ensure all merchandise/equipment maintained in a safe and organized manner. ◆ Maintain clean and organized work environment.</p>
EF 7	<p>Demonstrate compliance with HPM Risk Management policies and processes. ◆ Recognize health & safety hazards and immediately report any policy violation, unsafe condition, unsafe act, accident, or illness to your supervisor, Branch Safety Council member(s), or the Corporate Safety Administrator. ◆ Work in a safe manner to protect yourself, your co-workers, and others who may be affected by your actions. ◆ Exercise prevention methods to minimize injury and/or loss. Suggest solutions to mitigate hazards.</p>

IV. OTHER JOB FUNCTIONS:

1. Complies with all applicable training requirements.
2. Performs other duties as required.

V. WORKING CONDITIONS

- Air-conditioned office environment
- Various outdoor locations including warehouses, lumberyards, and construction/job sites (exposure to inclement weather)

VI. MINIMAL QUALIFICATIONS:

Knowledge

- Knowledge of administrative procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills and Abilities

- Proficiency in using computers, MS Word, Excel, Outlook and internet
- Using mathematics to solve problems.
- Talking to others to convey information effectively and speaking clearly so others can understand.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading and understanding information and ideas presented in writing.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Managing one's own time.
- Determining how money will be spent to get the work done, and accounting for these expenditures.

- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Visual ability, corrected to perform job functions.
- Operating automated office equipment.

Education and Certification Requirements
High School diploma or equivalent

Experience
Two (2) years of related work experience or equivalent

VII. OUTPUT EXPECTATIONS

To be mutually agreed upon. See Employee Development Plan (EDP).

Disclaimer: This job description may not comprise all duties that may be required to be performed. Management has the right to change or delete information from job descriptions. The Company acknowledges its responsibility to provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the position.