

## **JOB DESCRIPTION**

**Position Title:** Human Resources Representative  
**Department:** Human Resources  
**Reports To:** Human Resources Manager  
**FLSA:** Exempt  
**Survey Job Code:** 2511 – 2515E  
**Survey Job Title:** Human Resources Representative

### **Summary:**

Serve as HR Representative for all functional areas of the Human Resources department including compensation and benefits, staffing and planning, recruiting, employee relations, training and development and legal compliance.

### **Essential Duties and Responsibilities:**

- Administer company payroll program
  - Semi-monthly payroll processing, resolve payroll discrepancies with employees, accounting and ADP
  - Daily compliance of ezLabor Timekeeping and attendance, point of contact for payroll Supervisors
- Administer company benefit programs
  - Process accurate enrollment and termination updates in a timely manner
  - Process COBRA for terminating employees to ensure compliance
  - Ongoing monthly reconciliation of billing statements to ensure accuracy and appropriate cost savings, point of contact with Accounting, Broker and benefit vendors
  - Support employees with benefit questions including, time off requests, LOA and established policies, benefits, forms, records and practices. Timely resolution of all employee issues.
- Conduct new employee orientations and exit interviews
  - Maintain accurate databases and complete employment files: Employee Action forms, I-9 documentation, medical correspondence and purging employee files to ensure compliance with legal requirements. Perform ongoing audit of employment files.
  - Coordinate new employee training programs; and training/Document Control, stock option/Accounting, telecom and computer/IT, credit card/Accounting, signage and business cards
- Coordinate company wide recruiting program
  - Point of contact with temporary work forces, internal/external job postings, scheduling interviews, verification of educational degrees and background checks
  - Responsible for tracking of all incoming candidate resumes
  - Process all external responses to job applicants to assist with compliance to EEOC
- Responsible for responding to verification of employment requests and EDD unemployment claims
- Assists in developing and ensuring compliance with company policies and procedures
- Coordination of employee relations activities throughout the year: monthly birthday activities, employee newsletter, mid year and end of year function
- Responsible for training and dotted line supervision of Reception/Administrative Services Assistant, and additional support to CFO and CEO
- Administration of company security systems: coordinates security for employees, Conducts necessary new hire and ongoing training, perform ongoing maintenance and troubleshooting
- Member of the Safety Committee: Safety meeting correspondence, coordinate employee and safety committee training, responsible for ongoing safety supplies and signage throughout the facility
- Perform other tasks and duties as assigned by the Human Resources Manager.

### **Education, Training, Skills and Experience Requirements:**

- 2-5 years related experience
- High School Diploma or Bachelors Degree
- Strong communication and organization skills required
- Working knowledge of Microsoft Office, payroll and timekeeping software (ADP preferred)

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk, and sit for extended periods of time.

---

Print Name

---

Employee Signature

---

Date