

Human Resource Specialist

Team: Administration Group

Reports to: HR Manager

FLSA Status: Non-Exempt

Salary Grade: 17

Range: \$25.23 - \$37.84 per hour (\$52,470 - \$78,710)

Company Conformance Statement

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and initiative, and attention to detail. Working at Meridian requires the ability to excel in a team environment and juggle multiple deadlines and project teams.

Primary Objective of Position

The Human Resources Specialist (HR Specialist) is responsible for overall HR administration and communications including responding to employee inquiries on a variety of HR topics. The HR Specialist supports the day-to-day operations of the department and is responsible for supporting processes and systems across the employment life cycle. This includes benefits administration, hiring and onboarding, recordkeeping, and special HR projects. The HR Specialist will also need the ability to take on projects and manage them independently. This is a high volume/high demand position managing multiple projects with time-sensitive deadlines.

ESSENTIAL AREAS OF RESPONSIBILITY

HR ADMINISTRATION - 50%

- Responsible for overall HR recordkeeping across a variety of systems. Ensures proper documentation according to organizational policies and regulatory compliance. Administers the HRIS software and ensures all personnel data is accurate and treated confidentially. Assists with systems implementation.
- Responds to all internal and external inquiries related to employment record, hiring, benefits, and HR system technical support. This includes but is not limited to employment verifications, candidate questions, and employee questions.

- Writes and designs employee-centered communications in consultation with the HR Manager using a variety of different communication platforms. Updates and drafts new HR policies in collaboration with the HR Manager and General Counsel.
- Tracks and administers a variety of HR processes, including performance management and reviews, staff trainings and professional development, and compensation and payroll.
- Researches and collects information to support decision-making for HR projects through online research, note-taking on external calls, and development of staff surveys. Summarizes results in both written and verbal formats.
- Continually refreshes knowledge of local and federal HR laws the organization is required to adhere to; maintains a commitment to professional development.
- Plans and participates in coordinating organization-wide events that support employee culture and team building. This includes new staff welcomes, cohort- or office-level team building, holiday parties, staff farewell events, etc.
- Provides clerical support including drafting letters and emails, completing forms and applications, and scheduling meetings.

BENEFITS ADMINISTRATION - 30%

- Administers employee benefits, including recordkeeping and compliance. Maintains employee and group benefits files, ensuring accuracy of the benefits administration portal.
 - Advises and informs employees of the details of the company's benefit programs, including new hire benefits orientations. Resolves benefit-related issues and responds to queries and requests in a timely manner.
 - Manages Open Enrollment including updates to rates and building new plans into the benefits administration system. Provides reports on enrollment and rate changes to payroll for processing. Updates internal documents as needed for payroll contribution and plan level changes.
- Reconciles monthly benefit invoices to ensure accuracy and facilitate payment approvals and completes quarterly audits of benefits plan enrollment records and payroll records to correct discrepancies.
- Ensures compliance with applicable government regulations. Ensures timeliness and accuracy of required reporting including preparation of the IRS 5550, ACA Reporting, EEO-1, and other compliance reporting.

HIRING AND ONBOARDING - 20%

- Maintains HR and recruiting technologies (ATS and Teams). Sets up new positions, supports Meridian staff with technical support, administers communications with candidates, administers the candidate selection process, and maintains candidate records in line with local, state, and federal compliance.
- Maintains list of recruitment relationships and websites by job type for posting positions.
- Processes reference checks and shares information with hiring teams for use in decision making.

- Upon notification of employment offers being accepted, is the single point of contact for new hires. This includes coordinating with other staff for onboarding, scheduling new hire orientations, and developing and updating new hire resources.

KNOWLEDGE AND SKILLS REQUIRED

- Associate's degree in Business or a related field or equivalent work experience. PHR or SHRM-CP HR certification preferred.
- 5 years or more experience in the field of Human Resources, with 3 years of experience administering employee benefits, including healthcare, life insurance, retirement, disability, workers compensation, and employee leaves.
- Strong working knowledge of HR principles and practices (e.g., recruitment, onboarding, recordkeeping, and development).
- Familiarity with ACA, COBRA, ERISA, FMLA, state and federal employment laws and regulations. Knowledge of employment laws in Colorado or Washington, DC preferred.
- Acute attention to detail and a compliance mindset.
- Aptitude for critical thinking, problem-solving, and decision making.
- Exceptional organizational and time-management skills with the ability to juggle a high volume of transactions and multiple projects at a time.
- Possesses a positive, service-oriented attitude with excellent follow-through.
- High level of interpersonal skills and maturity in handling confidential and sensitive situations and documentation.
- Outstanding communication skills, both written and verbal, including the ability to present, review, and explain detailed information with employees at all levels.
- Strength of character, reliable, and a commitment to HR ethics. Exercises sound judgment when dealing with employee issues.
- Highly proficient in the Microsoft product suite; especially Excel, Teams and SharePoint. HRIS/ATS administration experience a plus.

Additional Requirements

- Required to conduct themselves in a courteous and professional manner at all times.
- Ability to use office equipment such as a computer, keyboard, and calculator.
- Ability to work outside of normal business hours as needed.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.