

**Position:** HUMAN RESOURCES SPECIALIST  
**Hiring Organization:** United Way of Salt Lake  
Salt Lake City, UT  
**Department:** ADMINISTRATION  
**Reports to:** OPERATIONS DIRECTOR  
[www.uw.org](http://www.uw.org)  
**Date Prepared:** July 20, 2015

### **ORGANIZATION BACKGROUND AND EVOLUTION**

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

### **WORK ENVIRONMENT**

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

### **POSITION OVERVIEW**

The Human Resources Specialist executes human resource support activities under the direction of the Operations Director. Provides administrative support to the Operations Director on all personnel matters and other special projects as assigned.

### **KEY RESPONSIBILITIES**

1. Manage recruitment efforts for all exempt and non-exempt personnel, temporary employees, and interns; post job descriptions, recruit candidates, track and screen applications, prepare interview questions, send rejection letters
2. Conduct new employee onboarding process; complete pre-employment screenings, prepare materials, ensure successful employee integration
3. Manage employee timekeeping system; calculation of hours, overtime, paid time-off, and other adjustments as requested
4. Administer benefit package; enrollment, claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees
5. Maintain compliance with federal, state and any other laws or regulations concerning employment
6. Maintain organization charts, employee directories, employee files and records
7. Assist in implementation of personnel policies and procedures; maintain and communicate changes to employee handbook, and other organizational policies and procedures
8. Assist in the research and improvement of employee onboarding, wellness, development, retention, and succession plans
9. Assist in employee engagement activities
10. Perform other related duties as required and assigned

## **POSITION REQUIREMENTS**

- Knowledge of the principles and practices of personnel (HR) administration
- Ability and initiative to see tasks and projects through to completion with minimal supervision
- Skilled in time management, organization and task management
- Personal effectiveness and credibility
- Outstanding problem solving abilities
- Proficient written and verbal communication skills

## **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in Human Resources and 2 years of HR experience, OR
2. 3-4 years of experience in the HR field, OR
3. Any similar combination of education and experience
4. Proficient in Microsoft Outlook, Word, Excel
5. Experience with payroll processing software
6. Professional in Human Resources (PHR) certification preferred

## **PHYSICAL REQUIREMENTS**

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. There are no special physical demands of the position.

## **SALARY INFORMATION & FLSA STATUS**

This is a non-exempt position that pays \$16.83 - \$21.63 per hour depending on experience.

## **TO APPLY**

Only complete applications will be considered for the position. Complete applications include an employment application, a cover letter, and a resume. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.

***NOTE:** The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*