



JOB SUMMARY

Job Title Human Resources Specialist	Department Human Resources	Reports to Human Resources Director	Pay Grade 11
Starting Pay Rate \$21.63 Per Hour \$44,990.00 Annually	FLSA Status Non-exempt	Supervisory Duties None	Work Environment Office/In Person

GENERAL DESCRIPTION

The Human Resources Specialist provides administrative and clerical support to the Human Resources department. This role plays a key part in ensuring smooth HR operations by assisting with recruitment, employee onboarding, record-keeping, benefits administration, and other HR-related functions. The HR Assistant will help maintain HR records, answer employee inquiries, and ensure that all HR processes are compliant with company policies and legal requirements. This position is ideal for individuals seeking to gain experience in a professional HR environment and develop their knowledge of human resources practices.

For this vacancy: A strong emphasis on payroll processing, accounting, finance, budgeting, financial record-keeping and employee related financial transactions. Strong working knowledge of accounting principles, account reconciliation, payroll record keeping and expenditure tracking.

RESPONSIBILITIES

Job duties include, but are not limited to:

Administrative Support:

- Assist with general administrative duties such as answering phone calls, scheduling meetings, and maintaining HR records.
- Maintain and update employee records in the HR information system (HRIS), ensuring all information is accurate and up-to-date.
- Help with the preparation and filing of various HR documentation and correspondence.

Recruitment and Onboarding Support:

- Assist in scheduling interviews, coordinating interview logistics, and communicating with candidates.
- Prepare and send offer letters and employment contracts.
- Support the onboarding process by preparing new hire documentation, conducting orientations, and helping new employees integrate into the organization.

Benefits Administration:

- Assist in administering employee benefits programs, including health, wellness, and retirement benefits.
- Answer employee inquiries about benefits, ensuring clear communication and proper



enrollment.

- Support open enrollment periods by preparing materials and assisting employees with their benefits choices.

Employee Relations Support:

- Serve as a point of contact for employees, addressing basic HR inquiries and escalating more complex issues to senior HR staff.
- Help maintain positive employee relations by addressing concerns in a professional and confidential manner.
- Assist in maintaining workplace policies, employee handbooks, and other essential documents.

Payroll Assistance:

- Process and Input employee payroll records
- Support the payroll process by assisting with the collection of timesheets, reviewing time entries, and maintaining accurate payroll records.
- Address basic payroll questions from employees and escalate issues when necessary.

Training and Development Support:

- Assist in organizing and scheduling employee training sessions and workshops.
- Help prepare training materials and assist trainers during sessions when needed.
- Track employee training records to ensure compliance with development programs.

Compliance and Documentation:

- Ensure that all HR practices adhere to legal requirements and organizational policies.
- Assist in preparing documentation for audits, ensuring compliance with labor laws and HR regulations.
- Help maintain confidential employee records and ensure compliance with privacy and data protection policies.

Knowledge, Skills, and Abilities:

Knowledge:

- Basic understanding of human resources principles, practices, and terminology.
- Familiarity with HRIS (Human Resources Information Systems) and other HR tools.
- General knowledge of labor laws, benefits, and employment regulations is a plus.

Skills:

- Strong organizational and time-management skills, with the ability to manage multiple tasks efficiently.
- Excellent written and verbal communication skills, with the ability to interact effectively with employees and management.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and basic HR



software.

Abilities:

- Ability to handle sensitive and confidential information with discretion and professionalism.
- Ability to work independently as well as part of a team.
- Strong attention to detail and ability to maintain accurate records

MINIMUM QUALIFICATIONS

High school diploma or equivalent required; an Associate's or Bachelor's degree in Human Resources, Business Administration, or a related field is a plus and/or any combination of education and experience. 2 years of experience in an administrative, clerical, or HR role preferred, but not required.

OTHER DUTIES AS ASSIGNED

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

ESSENTIAL WORKER STATEMENT

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

PHYSICAL DEMANDS

Position primarily involves sedentary work, requiring the ability to sit for extended periods, occasionally stand or walk to access files or office equipment, and utilize hands and fingers for typing, manipulating documents, and operating office machinery; occasional lifting of light items (up to 25pounds) may be necessary. **Ability to manage competing priorities and work effectively in a fast-paced environment. Ability to engage with diverse teams and foster a collaborative, inclusive work culture. Ability to manage competing priorities and work effectively in a dynamic and fast-paced environment. Ability to work collaboratively and foster an inclusive work culture. Occasional travel may be required for recruitment efforts or HR-related meetings.**

CERTIFICATIONS/LICENSES/REGISTRATIONS

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

ABOUT IBERVILLE PARISH

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.



EEO STATEMENT

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.

JOB ACKNOWLEDGEMENT

I _____ hereby acknowledge the receipt of the job description for the position as referenced above. I have reviewed and fully understand the roles and responsibilities outlined in the document. I recognize that the job description provided serves as an overview of the primary duties, responsibilities, and expectations associated with the role. I further understand that this document is not intended to be an exhaustive list of all tasks and responsibilities, and that additional duties may be assigned or modified as necessary to meet the operational needs of the organization. I acknowledge that this job description does not constitute a contract of employment, and that the organization operates as an at-will employer. As such, either the organization or I may terminate the employment relationship at any time, with or without cause, and with or without notice. By signing below, I confirm that I have had the opportunity to seek clarification and ask any questions regarding the role, and that I am fully aware of and acknowledge the expectations and requirements associated with this position.

Employee Name: _____

Date: _____

Signature: _____