

POSITION: Human Resources Specialist



POSITION SUMMARY

Under the supervision of the Human Resources Director the Human Resources Specialist performs basic clerical functions related to the human resources department.

POSITION ACCOUNTABILITIES

1. Daily filing and scanning of employee documents and related materials
2. Create new employee personnel files
3. Maintain and update employee personnel file
4. Close and file terminated employee files
5. Management of application process
 - a. screening applications/applicants
 - b. processing applications as appropriate
 - c. logging applications in compliance with state and federal regulations
 - d. provide support to hiring supervisor in appropriate interviewing processes
6. Maintain employment applications
7. Log applications in accordance with Federal and State guidelines
8. Maintain training logs for all HMS employees
9. Message taking, photo copying, faxing, and prepare correspondence and other HR materials as directed.
10. Prepare, distribute, and collect benefit enrollment forms including medical, dental, life, short term disability, and long term disability as appropriate
11. Prepare, distribute, and collect 401(k) forms as appropriate.
12. Prepare, distribute, collect appropriate signatures, maintain, and audit for accuracy pay roll change notices
13. Monitor leave for FMLA, workers compensation, short term disability, long term disability of other leave as required.
14. Prepare and distribute COBRA notices compliant with State and Federal requirements
15. Maintain spread sheets, logs, and data bases as assigned
16. Create and prepare forms as requested
17. Distribute, collect, monitor, document and track evaluations for employees, 90 day and annual in a timely manner. Ensure evaluations are appropriately scored, and merit increases are reported to HR Director and supervisor.
18. Distribute, collect, monitor, document and track initial and annual TB testing, vaccinations, and questionnaires as appropriate.
19. Assist HR Director and other HR staff with all aspects related to department functions as needed.

MINIMUM QUALIFICATIONS

High School diploma or GED equivalent
Dedication to strict confidentiality
Strong Organizational Skills
Minimum 1 year experience in HR or related field.

TO APPLY:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-247-6036