

Job Description
Franklin Hampshire Employment & Training Consortium

Position Title: Human Resources and Contracts Specialist
Status: Non-Exempt/Not Represented
Grade: Grade 8
Location: This position is stationed in Greenfield
Supervisor: Executive Director
Date: February, 2024

Position Summary:

Serves as Human Resources and Contracts Specialist under the direction of the Executive Director. Responsible for a variety of HR functions to recruit, onboard and support FHETC employees. Responsible for a variety of duties associated with procurement and execution of contracts; preparing reports; recording documents; maintaining the contract log and filing system and working with managers to administer active contracts.

Essential Functions/Responsibilities:

Human Resources:

- Assist in recruitment and hiring activities (advertise vacancies, coordinate activities of hiring committees, screen resumes, perform reference checks)
- Onboarding of new employees (maintain personnel policies, prepare onboarding kits, conduct first day orientation for new employees)
- Assess, analyze and administer benefit plans and benefit expenses; make recommendations on benefit adjustments
- Update and maintain employee records (keep attendance, including sick, vacation/holiday, hours worked, tardiness up to date, maintain record of employees enrolled in specific benefit programs)
- Coordinate and track training and professional development activities for employees
- Participate in Labor/Management meetings
- Develop and oversee employee health and safety programs and policies
- Serve as Complaint Officer to receive and review customer complaints and act as impartial third-party during review process

Contracts:

- Serve as main liaison with outside contracting representatives
- Review terms and communicate pertinent information to appropriate internal parties on contracts, including but not limited to those related to funding for FHETC positions
- Develop and implement process to ensure contracts are fully executed and appropriately filed
- Assess performance to identify the need for amendments or modifications
- Develop and implement effective procurement proposals that maintain compliance with laws and regulations

Recommended Minimum Qualifications:

- Bachelor's Degree or equivalent in HR, Business Administration or related field is required
- Minimum of 3 years' experience in similar role
- Strong knowledge of labor legislation and payroll processes
- In depth knowledge of procurement regulations, contract documents and legal specifications
- Outstanding verbal and written communication skills
- Exceptional interpersonal skills with high level of professionalism
- Ability to identify, analyze, and suggest solutions for problems, complaints and concerns
- High level of attention to detail and adherence to timelines

Job Environment and Physical Requirements:

The work environment and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Has access to a variety of confidential organizational, financial, employee, and customer information. Errors in judgment could severely jeopardize operations or have direct financial or legal repercussions.
2. Work is performed generally in a typical office environment that includes community spaces and varying noise levels.
3. Frequently required to work at a desk and to sit for long periods of time.
4. Regularly convey information verbally and in writing to employees and to the public.
5. Move about inside the office to access file cabinets and office machinery with some bending and stretching required.
6. Must regularly lift or move objects such as supplies, folders, books, and technology equipment.
7. Multiple office locations requires lifting and transporting equipment within and between offices that may weigh between 10-50 lbs.
8. Manual dexterity to operate a telephone and keyboard at efficient speed; to view computer screens, spreadsheets, databases, and documents for extended periods of time; and to repair technology equipment.
9. Specific vision abilities include ability to adjust focus, near and far clarity of vision, 3-dimension depth perception, ability to judge space relationships, ability to follow the mouse and keystroke actions of another person on the screen (rapid eye-tracking).
10. This position is stationed on a regular basis at the Greenfield office. Must drive between Greenfield, Northampton, and Athol offices on an occasional basis. Must have reliable independent transportation and a driver's license.
11. Attendance and work outside of normal business hours are periodically required.

Job Environment and Physical Requirements:

The work environment and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Has access to a variety of confidential organizational, financial, employee, and customer information. Errors in judgment could severely jeopardize operations or have direct financial or legal repercussions.
2. Work is performed generally in a typical office environment and in a classroom setting which includes community spaces and varying noise levels.
3. Frequently requires work at a desk, sitting for long periods of time as well as standing and moving about for long periods of time during workshop presentations.
4. Regularly convey information verbally and in writing to employees and to the public.
5. Move about inside the office to access file cabinets and office machinery with some bending and stretching required.
6. Must occasionally lift or move objects such as supplies, folders, books, and manuals. Room setup requires movement of chairs, tables, and laptop computers. Multiple office locations requires lifting and transporting files between offices which may weigh between 10-20 lbs.
7. Manual dexterity to operate a telephone, keyboard, and calculator at efficient speed and to view computer screens, spreadsheets, power points presentations, and documents for extended periods of time.
8. Specific vision abilities include ability to adjust focus, near and far clarity of vision, 3-dimension depth perception, ability to judge space relationships, ability to maneuver through complex database systems and to explain what is shown to customers, ability to maneuver through on-screen and power point presentations and to engage with customers about that content.
9. This position requires frequent public communication and verbal presentations (talking, listening, hearing, expressing oneself, presenting) with business and job seeker customers, colleagues, and public events requiring the ability to hear, speak clearly, and exchange information within a limited time frame.
10. This position is stationed on a regular basis at the Greenfield office but may require driving to the Orange or Northampton Career Center access points and to other off-site locations on a regular basis.
11. Must have reliable independent transportation and a valid driver's license.
12. Attendance and work outside of normal business hours is periodically required.

AA/EOE/ADA

This job description does not constitute an employment agreement between FHETC and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.