
Alabama State Port Authority Job Description

Job Title: **Human Resources Specialist**

Job Class: **Corp**

Job Code: **2021103**

FLSA Status: **Non-Exempt**

Job Summary

Reporting to the Human Resources Manager, this position is responsible for organizing and facilitating onboarding procedures for new hires.

Essential Functions

1. Initiates the flow of tasks required to onboard a new hire and manage to timely completion.
2. Arranges all required pre-employment checks, including various physicals, drug screens, background checks, education/certification verification, and others as required.
3. Corresponds with the incoming Teammate to provide instructions and assistance related to their onboarding tasks.
4. Tracks the progress of new hires through the onboarding process, providing regular updates to Recruiters, Hiring Managers, and other teams.
5. Resolves any issues or delays related to the various onboarding tasks to ensure a timely start.
6. Anticipates factors that may delay a scheduled start date; communicate potential and actual delays to Hiring Managers and other internal teams as appropriate.
7. Handles data entry and processing duties associated with onboarding; processes employee pay changes, job changes, and supervisor changes.
8. Maintains the highest level of discretion regarding confidential information.
9. Coordinates new hire orientation.
10. Performs employment verifications.
11. Prepare reports, as needed.
12. Performs new hire reporting to the state.
13. Performs other duties as assigned.

Supervisory Responsibility

This position has no supervisory responsibilities.

Minimum Required Education and Experience

	Minimum	Focus Areas
Education	Four-year college degree	Human Resources Management, Business Administration, Communications or related field
Experience	3 years	Human Resources experience

Substitutions allowed for Education: Experience may substitute for education on a year-for-year basis beyond the required experience.

Substitutions allowed for Experience: Indicated experience is required.

Minimum Required Knowledge:

Excellent communication and interpersonal skills.

Experience with HRMS platforms.

Proficient in Microsoft Office Suite.

Ability to work with detailed information with attention to accuracy.

Ability to work independently and as part of a team.

Ability to maintain confidential information.

Certification or Licensure Requirements

Valid driver's license.

Physical Requirements/ADA

Prolonged periods of sitting at a desk and working on a computer. Occasionally it requires standing and lifting up to 25 pounds.