

**Arkansas Department of Career Education**

**HUMAN RESOURCES PROGRAM REPRESENTATIVE Job Vacancy Announcement**

**Recruitment Period: September 23, 2016 through October 7, 2016**

**Position Number: 22081827 Class Code: R032C Grade: C115**

**Entry Level Salary: \$29,251.00**

The Arkansas Career Training Institute (ACTI) is recruiting for a/an HUMAN RESOURCES PROGRAM REPRESENTATIVE position. The Human Resources Program Representative is responsible for developing, implementing, and analyzing department program goals and objectives related to human resources areas. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Human Resource Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached HUMAN RESOURCES PROGRAM REPRESENTATIVE Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at [www.arstatejobs.com](http://www.arstatejobs.com). Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., October 7, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

**Arkansas Department of Career Education**  
**HUMAN RESOURCES PROGRAM REPRESENTATIVE Functional Job**  
**Description**

**Position Number: 22081827 Class Code: R032C Grade: C115**

**Position Summary**

The Human Resources Program Representative is responsible for developing, implementing, and analyzing department program goals and objectives related to human resources areas. This position is governed by state and federal laws and agency/institution policy.

**Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in human resources, public administration or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**Job Duties and Responsibilities**

Analyzes and evaluates employment applications received from internal and external applicants to determine if applicants meet minimum qualifications. Analyzes and evaluates job vacancy requisition requests to ensure requests are accurate and adhere to policy and guidelines. Prepares and posts the job vacancy requisitions to the internet weekly and distributes list to proper personnel via email. Coordinates resolution of departmental and statewide recruiting system problems and issues. Assists in the analysis and creation of policies involving the job posting and application process, selection process, procedures and service delivery. Coordinates all aspects of the grievance process from submission to final decision. Maintains files and logs for workers' compensation injury claims. Gathers initial information and submits packet to the Public Employee Claims Division for compensability determination and the provision of benefits. Compiles workers' compensation information for federal reporting. Reviews and analyzes FMLA requests to determine if applicant meets requirements. Determines eligibility and advises the payroll section of determination. Reconciles discrepancies with supervisors and employees as needed. Provides information and interpretation of law, policy, procedures, and directives to personnel in subjects such as Fair Labor Standards Act, Equal Employment Opportunity, Americans Disability Act, disciplinary actions, Merit Pay Policy, recruiting and selection processes, and a variety of other personnel related issues. Provides training to management as scheduled or requested. Coordinates the department's state insurance and other benefits programs by notifying employees of changes in coverage, premiums, forms, procedures, and timeframes; reviewing and

correcting forms and records, monitoring deductions through reports; establishing payment schedules; and monitoring the program to detect functional problems and steer agency employees safely through them. Provides information and assistance to agency employees in accessing and utilizing insurance benefits and in resolving problems such as over and under payments, inaccurate records, and crediting by carrier. Explains benefits offered and advises employees on necessary forms, documentation, and deadlines. Communicates with Employee Benefits Division regarding problems experienced by agency employees and intercedes with vendors on their behalf when necessary. Provides technical assistance to staff members and system members, regarding retirement laws and policies. Coordinates, reviews, and updates the department merit pay program. Conducts the merit pay liaison and supervisor training; coordinates merit pay processes with agency liaisons to ensure consistency, accuracy and timeliness; explains the employee merit pay manual, policies and procedures. Authorizes and processes the payment of the merit pay percentage awards. Responds to complaints and requests for information from the public and employees. Performs other duties as assigned.

**Arkansas Department of Career Education**  
**HUMAN RESOURCES PROGRAM REPRESENTATIVE Functional Job**  
**Description**

**Position Number: 22081827 Class Code: R032C Grade: C115**

**Job Duties and Responsibilities continued**

Conducts New Employee Orientation and explains ACTI policies and benefits to new employees. Responsible for initiating and assembling new employees Personnel file and medical file. Processes new-hire, status change and termination paperwork.

Assists ACTI employees with questions about benefits, insurance forms, bank details, FMLA and other human resources/policy issues. Keeps employees updated on benefits offered and advises employees on necessary forms, documentation and deadlines.

Assists employees with questions regarding supplemental policies (Cancer, Heart Attack, Stroke, etc.) and vision, dental and life insurance.

Reviews and analyzes FMLA requests to determine if applicant meets requirements. Determines eligibility and advises the payroll section of determination.

Communicates information and updates from DFA (Department of Finance and Administration) and retirement systems as needed. Provides technical assistance to staff members regarding retirement laws and policies. Assists with the open enrollment process.

Gathers initial employee injury information and submits Worker's Compensation packets to the Public Employee Claims Division for compensability determination and the provision of benefits. Maintains files and logs for Worker's compensation injury claims and compiles workers' compensation information for federal reporting.

Communicates with Employee Benefits Division regarding problems experienced by agency employees and intercedes with vendors on their behalf when necessary.

Posts vacancy announcements on the AR State Jobs website and creates vacancy announcement for ACE/ARS/ACTI and email to all staff.

Greets and directs staff and visitors in a professional manner. Handles messages and mail pertaining to employees in office. Responds to complaints and requests for information from the public and employees. Refers complex questions to Supervisor. Keeps records and reports as required.

Assists other staff working in personnel activities outside Human Resource Section as requested (Little Rock Central office and ACTI Administrator). Faxes and copies paperwork. Performs other duties/activities as deemed necessary and assigned.