

# Arkansas Department of Career Education

## Human Resources Specialist Job Vacancy Announcement

Recruitment Period: Thursday, June 30, 2016, through Friday, July 15, 2016

Position Number: 22154662 Class Code: R036C Grade: C113

Grade C113 Entry Level Salary: \$26,531.00

The Arkansas Department of Career Education (ACE) is recruiting for a Human Resources Specialist position. The Human Resources Specialist will facilitate staffing requests and function as the principal timekeeper. The Specialist will assess and process bi-weekly employee payroll documents in accord with the Arkansas Administrative Statewide Information System (AASIS) and state policy provisions. This position is located in the Human Resources Department, 525 West Capitol Avenue, Suite 206, Little Rock, Arkansas 72201-3309.

Thoroughly read the attached Human Resources Specialist 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 1-800-285-1121.

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., Friday, July 15, 2016.

The Arkansas Department of Career Education 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 Specialist Functional Job Description

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### Position Summary

The Human Resources Specialist will facilitate staffing requests and function as the principal timekeeper. The Specialist will assess and process bi-weekly employee payroll documents in accord with the Arkansas Administrative Statewide Information System (AASIS) and state policy provisions. This position will effectively apply a working knowledge of federal legislation, Arkansas state policies, and agency administrative practices for assigned tasks. This position will provide accurate, current information to agency staff and the public regarding personnel policies, processes, and established administrative practices.

### Education and Professional Work Experience

The educational equivalent of a high school diploma, plus three years of human resources related experience. Human Resources related experience may include but, is not limited to: knowledge of effective recruitment and staffing processes, which includes Arkansas State Jobs; the Arkansas Administrative Statewide Information System (AASIS), or some professional experience with Systems, Applications and Products (SAP) software programs; the Fair Labor Standards Act (FLSA); the Family and Medical Leave Act (FMLA); and the Health Insurance Portability and Accountability Act (HIPAA), state compensatory time policy, and worker's compensation policy and processes.

The Human Resources Specialist must demonstrate critical thinking skills, and exercise good discretion and judgment to achieve performance expectations. This position will proactively demonstrate initiative as a self-starter with minimal supervision. A high level of integrity is essential to be successful as a Human Resources Specialist.

This position must effectively communicate orally and in writing. Knowledge and the effective application of spelling, grammar, punctuation, and syntax rules are required. Proficient utilization of all Microsoft office software packages is expected, especially Microsoft Word, Excel, and Powerpoint is required. Effective management of assignments and good organizational skills, with attention to detail, are needed.

### Job Duties and Responsibilities

Read, understand, and follow verbal and written instructions. Understanding is an employee responsibility.

Research subjects to self-educate himself or herself, and ask questions about issues or topics for which clarification needed to enhance understanding.

## **Arkansas Department of Career Education**

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Accurately enter employee information and weekly payroll data within specified or negotiated deadlines in accord with AASIS processing procedures and policy requirements.

Audit entries and personnel transactions to ensure accuracy and to proactively correct errors.

Maintain and correctly apply a working knowledge of state absence and attendance policies and procedures and learn employee benefits.

Read, understand, follow the established agency recruitment and selection process, which includes applicant minimum qualification assessments, and the Arkansas State Jobs website to post job vacancies.

Read, understand, and apply a working knowledge federal, state, and agency policies, procedures, and administrative guidelines to facilitate processes, resolve problems, and for audit compliance purposes.

Provide technical assistance and information to agency staff regarding new initiatives, issues, or to resolve problems.

Audit completed payroll and personnel tasks to ensure compliance with established federal, state, and agency requirements.

Collect data to compile reports as requested. Generate and complete reports by specified or negotiated deadlines.

Proficient application of EXCEL software to design\format spreadsheets and create accurate formulas. Competently use all Microsoft Office software applications.

Research and verify information to provide technical assistance to the public, agency staff, and other entities as directed.

Identify potential problems and recommend feasible solutions that are conducive to resolve them.

Exercise responsible discretion and judgement to protect the confidentiality of agency, client, student, and employee information.