



POSITION: Human Resources Specialist

DEPT: Administration

Reports to: President & CEO, Dia DuVernet

Status: Exempt, Full Time

Updated: December 2017

JOB SUMMARY: The Human Resource Specialist is responsible for developing a dynamic HR program to attract and retain qualified, mission driven talent for the Virginia Beach SPCA, and the development and delivery of legally compliant human resource policies and procedures.

Performs in this position in accordance with the organization's expectations for animal care, teamwork, and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

RESPONSIBILITIES:

Human Resources and Payroll:

- Develop and implement a Human Resources strategy to attract and retain talent including:
 - Employee Handbook, Policies & Procedures
 - Agency culture and morale
 - Annual employee reviews
 - Employee performance improvement plans
 - Continuing Education
- Work with hiring managers to recruit and hire qualified talent including:
 - Advertising job opportunities
 - Reference and background checks
 - New hire on-boarding
- Work with supervisors to implement employee discipline and termination procedures as needed.
- Conduct exit interviews for all employees leaving employment with the VBSPCA. Compile an annual report for the Board of Directors based on feedback received from exit interviews.
- Maintain personnel records in a confidential and legally compliant manner.
- Manage all elements of the employee insurance program including working with brokers to secure the best policies and rates.
- Process COBRA letters and manage COBRA benefits for terminated employees.
- File responses to unemployment claims and participate in telephone fact finding interviews.



- Produce payroll bi-weekly in ADP, including maintaining all required information in the ADP systems for HR, payroll, quarterly and annual reporting, and time keeping.
- Prepare annual compensation information and recommendations during the budgeting process.
- Keep the CEO apprised of legal requirements or regulations that impact the organization and provide researched recommendations to ensure compliance.
- Keep the CEO current on any disciplinary issues involving staff.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Minimum 3-years Human Resources experience showing increasing responsibility.
- Excellent attention to detail.
- Demonstrate a clear understanding of the responsibility of an HR professional to maintain confidentiality while balancing the needs of the organization and employees.
- Superior computer skills with a range of programs including payroll; accounts management; and micro-soft.
- Ability to keep all work related files and matters confidential.
- Ability to function well as a team member.
- Must be able to work flexible hours, including evenings and weekends, in a fast-paced setting.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to lift 20 lbs.
- Ability to be around animals and wildlife.
- Ability to sit, talk, hear, stand, walk; use hands and fingers, handle or operate objects, reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl.
- Must be able to move throughout the building as needed throughout the day.
- May be exposed to cleaning chemicals and offensive odors

To apply, submit cover letter, resume, [VBSPCA employment application](#), and professional references to Vikki.Henderson@vbspca.com