

POSITION: Human Resource Specialist

Position reports to: General Manager
Status: Full Time; Non-exempt
Wage Classification: Full Time

SUMMARY: The Human Resource Specialist position is an hourly full-time position with full benefits and reports to the General Manager (“GM”). This position requires the skills to provide highly confidential and professional assistance to the GM for WEB Water Development Association, Inc. (“WEB”) and WEB Water Bottling Company (“WWBC”) located in Aberdeen, SD.

RESPONSIBILITIES AND DUTIES:

- Policies
 - Assist in the development of policies and procedures for WEB and WWBC
 - Employee Handbook
 - Bylaws
 - Rules and Regulations
 - Operating Policies and Procedures
 - Board Policies
- Human Resource Responsibilities
 - Entire onboarding process
 - Manage employee benefit programs
 - Maintain personnel files
 - Manage 401(k) benefit for all employees
 - Manage incident reporting in a timely manner
 - Complete OSHA Form 300 & 300A
 - Schedule and record DOT medical exams and quarterly random drug testing
 - Entire outboarding process
 - Analyze wage statistics locally and regionally
 - Process payroll and all related duties
 - Manage employee evaluation process
 - Plan and facilitate the Benefits Fairs for all employees in September
 - Prepare employee newsletters
- Board of Director Management
 - Board Meetings
 - Organize WEB and WWBC board reports and meetings
 - Prepare WEB and WWBC board minutes
 - Update board compensation/reimbursement
 - Coordinate nominations, registrations, and room reservations for the SDARWS Annual Technical Conference
 - Manage board elections
- Assist management and board as needed
- Assist with Annual Meeting as needed
- Normal work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.
- Follow all safety protocols
- Other duties as necessary or assigned

REQUIREMENTS:

Education:

- High school diploma required; Bachelor’s degree preferred

Experience:

- Three to five years of experience in similar position preferred
- SHRM certification preferred

Skills, Knowledge and Abilities:

- Must have excellent communication skills (written and oral)
- Must have excellent computer skills
- Must have excellent organizational skills
- Must be able to multi-task and meet deadlines

MISCELLANEOUS:

- WEB Water may assign other functions, responsibilities, and requirements
- WEB Water provides the benefits specified in the benefit handout
- WEB Water may change job descriptions without notice at any time and are not employee contract rights
- WEB Water is an Equal Opportunity Provider