



# Communities In Schools

Mid-America

**Title:** Human Resource and Benefits Specialist  
**Reports to:** Vice President of Administration  
**Department:** Administrative Office of Communities In Schools of Mid-America, Inc.  
**Classification:** Exempt  
**Status:** Full-Time

## **JOB SUMMARY:**

Under the direction of the VP of Administration, the Human Resource and Benefits Specialist is responsible for performing Human Resource and Employee Benefit related duties on a professional level. This includes the overall administration, coordination and evaluation of the human resource and employee benefit functions.

## **ESSENTIAL JOB FUNCTIONS:**

- Assists with CIS of Mid-America's human resources functions by enhancing professional development, compensation and employee benefits, performance evaluation, training and recruiting.
- Participates in developing department goals, objectives and systems.
- Administers employee benefits programs such as retirement plans; medical, dental, vision plans; life insurance plans; temporary disability programs; and wellness programs.
- Provides new employees with an explanation of benefits and instructs them on enrollment and fulfillment procedures.
- Administers COBRA, LOAs, FMLA usage and other issues as required by internal procedure and legal requirements.
- Evaluates and compares existing agency benefits with those of other employers by analyzing other plans, surveys and other sources of information. Plans, develops and/or participates in area and industry surveys. Analyzes results of surveys and develop specific recommendations for review by management.
- Assists with the compensation program; monitors and tracks the performance evaluation program.
- Performs benefits administration, including claims resolution, change reporting, reviewing and approving invoices for payment and communicating benefits information to employees.
- Assists in the recruitment effort for exempt and nonexempt personnel, students and temporary employees including:
  - conducts new-employee orientation
  - completes personnel records
  - HR system data entry
  - writes and places advertisements
- Maintains company organization charts and the employee directory.

- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Oversees the payroll preparation function and coordinates with Finance to ensure that employees are paid in a timely and accurate manner.
- Maintains reporting including status of hires, turnover, utilization, wage review and adjustment requirements, etc.
- Participates in the negotiation and management of the employee insurance and benefits plans.
- Monitors legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc.) and regulations on professional certification to ensure that the organization is compliant.

**Other Position Functions**

Participate in organizational efforts such as CIS of Mid-America at the Capital  
Other duties as assigned

**EDUCATION AND EXPERIENCE:**

Experience in human resources, employee benefits, employee law, and budgeting for non-profit organizations. Ability to establish and maintain working relationships with personnel and the public. Excellent communication skills both verbal and written.

Bachelor’s Degree in human resources or related field required. Master's Degree preferred.

**PHYSICAL REQUIREMENTS:**

Work Environment	Office, School Sites, Community
Lifting Requirement	25 pounds
Travel Requirements	Occasional travel, including conferences, meetings, travel between school sites, etc.
Other Requirements	Valid driver’s license Transportation Auto insurance Pass various background checks

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**OTHER POSITION INFORMATION:**

**Budgetary Responsibility:**

Direct Budget – No  
Indirect Budget – Yes

**Major System (MIS) or Process Responsibility:**

Paychex HR

MS Office

Other databases and software used by office or national organization applicable to position

**Mandated Reporter:**

As a staff member of Communities In Schools of Mid-America, Inc. you are a mandated reporter of child abuse and neglect as outlined in the employee handbook. Failure to properly report to the appropriate child welfare authority and your supervisor can result in disciplinary actions up to and including termination. See Mandated Reporter Policy in the Employee Personnel Manual for specific details.

**The duties and responsibilities of this position are subject to change without prior notice.**

**To submit an application:**

Please submit a cover letter, resume and three professional references to [cis@cismidamerica.org](mailto:cis@cismidamerica.org).

Applicants will be required to pass state and NSOPR background checks prior to hiring. Communities In Schools of Mid-America, Inc. is an Equal Opportunity Employer.