



KENTON COUNTY AIRPORT BOARD
invites applications for the position of:

Human Resources Specialist

CLOSING DATE:

Open Until Filled

CLASS SUMMARY:

Assists department in carrying out various human resources programs and procedures for all company employees.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Assist with the day-to-day operations of the HRIS, including timely processing of employee data, data integrity, reporting and analysis, and integration with the payroll system.
- Facilitates new hire paperwork and workflow. Ensures compliance with I-9 employment documentation, benefits and payroll paperwork, E-Verify and Kentucky new hire reporting.
- Facilitates termination paperwork and workflow. Ensures proper notifications are sent in a timely manner.
- Acts as "steward" and point person for various reimbursement programs; tuition, professional certification, etc. Ensures accurate and timely processing of all reimbursements.
- Tracks spending versus budget for the Human Resources Department. Initiates requisitions through computer driven purchasing system. Tracks requisitions, contract payments, and general contract/payments processing.
- Assists with staffing activities; scheduling interviews, prescreening applicants, background checks, employment announcements, etc.
- Assists with talent management activities; ALC conference room scheduling, training records, succession planning, etc.
- Prepares a variety of documents, some of which may be non-routine, complex, and/or confidential in nature. Selects appropriate design and format to present work in a professional manner. Examples include, but are not limited to, letters, memos, reports, etc.
- Assists in rollout and implementation of HR programs.
- Provide planning, scheduling and other assistance for various employee events.
- Performs other duties of a similar nature and level as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or GED and five years of related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- Maintain Security Identification Display Area (SIDA) clearance.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Basic administrative concepts;
- Math.

SKILL IN:

- Use of a variety of computer-based technologies including Microsoft Office Suite;
- Clearly and effectively communicating, both orally and in writing;
- Establishing and maintaining effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups.
- Demonstrated skill in working with and preparing confidential information;

- Acting in a manner of integrity that shows support for the Board, its values and the employees, while maintaining a constant focus on meeting/exceeding customer requirements and expectations;
- Ability to working with and prepare confidential information.

ABILITIES:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions. Light Work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Human Resources Specialist Supplemental Questionnaire

- * 1. Do you have five years of related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job?

Yes No

* Required Question

Interested candidates can obtain more information and apply at www.cvgairport.com/jobs.

The Kenton County Airport Board is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans.