



Position Description
Marion Utilities Service Board
An Equal Opportunity Employer

Job Title	HR Specialist	Employment Status	Full-Time
Utility Division	Water/Wastewater/Storm-Water/Solid Waste	EEO Code	5-A
Workgroup/Unit	Administration	Wage Range	16
FLSA Status	Non-Exempt	Effective Date	November 10, 2025

Job Summary

Provides Human Resource Administration

Supervision Received and Exercised

Works under the Administrative Supervision of the Executive Assistant; The Supervisor sets the overall objectives and resources available. Supervisor and employee, in consultation, develop deadlines, projects, and work to be accomplished. The employee plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications.

Minimum Education and Experience Requirements

Graduation from an accredited college or university with an Associate's Degree in Human Resources or related field; or 2 years of administrative experience in an environment which involves human resource management or organizational development; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

Licensure and/or Certification Requirements

Certification through the SHRM or Equivalent recommended or strongly preferred

Essential Duties and Responsibilities

- ✓ Aids with the recruitment and hiring process for full-time and part-time positions as well as seasonal and temporary staffing needs; This includes placing ads, arranging & assisting with interviews, contacting applicants, conducting pre-employment background screenings, arranging pre-employment drugs screening and physicals, maintaining all relevant documentation and correspondence, properly archiving job files; and contacting local agencies as needed
- ✓ Performs the onboarding process for new hires; Including creating content for onboarding, conducting the new hire orientation in conjunction with the Safety Coordinator, introducing new employees to the company's systems, structures, and culture, creates employee resources, coordinates job-specific materials and equipment, and helps new employees complete documents for payroll and benefits;
- ✓ Processes wage garnishments, child support withholding orders, and other court orders as mandated;

- ✓ Advises Administrative Support Specialists regarding payroll preparation and/or concerns; Works with Accounting Specialist and administrative support staff to maintain training materials and protocols for performing payroll backup;
- ✓ Administers employee benefits programs; Composes correspondence related to employee benefits and programs; Prepares technical and status reports pertaining to employee benefits and programs; Reviews employee benefit provider invoices to ensure accuracy and payment processing;
- ✓ Executes annual open enrollment for benefits encompassing employee informational meetings, review of changes to benefits, ensuring employee benefit selection has been completed in a timely manner, updating of software, benefit descriptions and notices, and working with vendors;
- ✓ Implements relevant policies and procedures related to workers compensation including reporting or recording of injuries, scheduling care, and assisting with case management;
- ✓ Establishes and maintains personnel records including tracking, maintaining, and documenting employee training, review conversations, and disciplinary measures; Responds to employment verification requests, salary and benefit surveys, and other requests for information
- ✓ Assists with and documents DOT requirements in conjunction with the Safety Coordinator including training, CDL testing, drug and alcohol screening, license checks;
- ✓ Communicates directly with employees regarding payroll, employee benefits, as well as policy questions and concerns;
- ✓ Advises division managers, supervisors, and staff regarding human resources issues, rules, and regulations; Schedules training for supervisors, coordinators, and employees pertaining to human resources; Functions in a highly confidential manner;
- ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements

Knowledge, Skills, and Abilities

Knowledge of: Human resources laws, practices and principles; Professional standards for effective business writing, communication, presentation, and correspondence; Effective research methods and techniques; Current business office practices, principles, and procedures; Practices and principles for record management and retention; Office technology and software applications

Skills Demonstrated in: Effective communication, written and verbal; Active listening; Establishing and maintaining effective interpersonal relationships at all organizational levels; Critical thinking and problem analysis; Comprehension; Organization; Multi-tasking

Ability to: Perform complex and responsible administrative support functions; Effectively interprets, comprehends, and applies laws, regulations, policies, programs, and procedures; Effectively communicate complex and detailed information; Apply discretion and confidentiality as required; Effectively plan, organize, and prioritize multiple responsibilities and assigned tasks to meet established goals and objectives; Establish and maintain effective working relationships; Apply knowledge of principles, practices, and procedures as defined above

Physical Demands or Unusual Conditions

While performing required duties, the incumbent is regularly required to sit; speak and hear, both in person and by telephone; manipulate and operate standard office equipment; is required to maneuver and navigate stairs and steps; is subject to marginal levels of stress

Additional Requirements

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent; The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification

Marion Utility Service Board Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date