

CASUAL HUMAN RESOURCES SPECIALIST – EDUCATION AND DEVELOPMENT

Location: New Castle, DE

Salary: \$23.00 per hour

Opening Date: December 20, 2016

Closing Date: Until Filled

I. POSITION SUMMARY

The Human Resources Specialist – Education & Development possesses a human resources generalist background with emphasis in assisting with the administration of the Delaware River and Bay Authority's learning and development functions. Learning and development crosses all businesses, functions, and locations and includes employee, management, and leadership development. The nature of this work is confidential and requires professionalism and discretion in interfacing with employees, management, unions, and external customers. The employee in this position works under the direction and support of the Education & Development Manager. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Manager in promoting diversity, inclusion, and multicultural competence in a developmental and work environment and developing and implementing HR best practices, including data driven analytics from multiple systems to support HR strategy and improve HR processes, enhance productivity, customer satisfaction, and cost efficiencies.
- Responsible for technical support of Authority's education and development programming including assisting Manager with annual budgeting and strategic planning implementation
- Attends meetings to promote a continued harmonious working environment within the Authority
- May facilitate on-site educational courses
- Administers on-line assessments/tests (acts as proctor)
- Administrators the Authority's Education Assistance Program including counselling employees and communications with colleges/universities (i.e., preparing authorization letters, provides billing letters, maintains accurate records of employee participation, etc.)
- Serves as backup to the Learning Management System (LMS) Administrator by learning all functions of the system including uploading courses, enrolling participants and running reports; performs data entry duties in LMS as required
- Prepares accurate and timely check requests for payments of educational programs
- Prepares expense reports and statements for processing with the Finance Department
- Assists with scheduling and coordination of in-person and/or off-site programs, conferences, online and/or self-study programs
- Ensures completeness and maintenance of employee educational records
- Updates all completed programs and expiration dates in tracking system; follow-up with expiration dates to ensure re-certification and no lapse in re-certification
- Updates and maintains the Education and Development intranet page and calendar
- Assists with preparation for on-site training programs as needed; ensures evaluations are conducted
- Researches and ensures travel arrangements are made for off-site staff educational programs

- Prepares and distributes resource/job training aids such as instructional materials, handouts and evaluation forms when necessary
- Ensures educational resources inventory supplies are available and stocked (i.e., books, manuals, digital resources, etc.)
- Ensures certifications for all completed educational events are prepared and distributed to participants in a timely manner
- Prepare necessary reports and correspondence
- Keeps abreast of current knowledge of human resources, educational programming trends, and of local, state, and federal laws, regulations and trends
- Maintains operations by following policies and procedures; reports needed changes
- Contributes to team effort by accomplishing related results as needed
- Assists with other duties as required
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of learning management tracking systems
- Working knowledge of human resources practices
- Working knowledge of all federal, state, and local government laws, rules, and regulations as they relate to employee relations
- Good knowledge of organizational development practices as it relates to employee and management development needs and requirements
- Strong interpersonal skills with ability to be approachable
- Effective oral and written communication skills with the ability to communicate in a clear and concise manner and professionally with all levels of management and employees
- Excellent problem solving skills
- Demonstrated effective computer skills in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Strong organization, project, and time management skills with ability to handle multiple projects simultaneously to completion
- Strong attention to detail and results orientation
- Ability to establish and maintain effective working relationships and work in a team environment
- Ability to provide excellent customer service skills

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university with major course work in Business Administration, Human Resources, Public Administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- At least three (3) years of direct experience in Human Resources Relations experience or educational programming experience; five (5) years preferred
- Knowledge of learning management tracking systems preferred
- Specialized training in educational programming a plus

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid Driver's License
- Professional Certification preferred (i.e., SHRM-CP/SCP or SPHR/PHR, ASTD)

VI. SPECIAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical
- Subject to pre-employment drug testing
- Available to travel to different Authority facilities as needed
- Available to support business operations outside of normal business hours as needed

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.