

Human Resources Specialist

Position Summary:

The Foundation for Advanced Education in the Sciences (www.faes.org) at the National Institutes of Health (NIH) is seeking an EXPERIENCED Human Resources Specialist with ADP system experience for a fulltime position in Bethesda, MD. This position will support our growing business and HR operations and the candidate will be responsible for providing support for various HR employee programs within the organization. Will serve as primary point of contact for staff policy interpretation, processing changes in personnel actions, inputting data into ADP system, and handling employee relations related issues.

Essential Position Responsibilities

Human Resource Duties:

- Prepare and processes all new hire paperwork required to place employees on payroll and establish personnel file.
- Process all personnel action forms and ensure proper approval.
- Explain human resources policies, procedures, laws, and standards to new and existing employees.
- Address any employee relations issues, such as work complaints and harassment allegations.
- Maintain personnel files in compliance with applicable legal requirements and keep employee records up-to-date by processing employee status changes in timely fashion.
- Prepare and/or update employment records related to hiring, transferring, promoting, and terminating;
- Performs work related to determining pay, maintaining payroll records, and completing related reports.
- May also participate in, and in some instances take the lead on projects related to compliance, process improvement, standard operating procedures enhancements, technology rollouts and releases, and higher level organizational administrative tasks.

Staffing and Recruitment Duties

- Maintain listing of approved foundation positions along with assigned salary grade levels.
- Assists in hiring process, by coordinating job posting on the website, placing advertisement, reviewing resumes, interviewing candidates, and performing reference checks.
- Inform job applicants of job duties, responsibilities, benefits, schedules, etc.
- Answer outside and employee inquiries, provide job verifications, complete requests for pay-related documents, and any other responsibilities consistent with those duties supporting the HR function and ensuring compliance with federal and state regulations and guidelines.

Benefits and Compensation Administration Duties:

- Coordinate health, life and disability insurance enrollments; input status changes into ADP system; enroll staff with providers; and communicate with vendors and staff.
- Provides staff with annual fringe benefit allowance; reviews enrollment forms for accuracy and coordinates enrollment with vendors and third-party administrators.
- Ensures compliance with COBRA guidelines by preparing letters and other paperwork as directed; receives and records COBRA insurance premium payments.
- Assist with employee benefits administration and reporting.
- Conduct salary surveys.

HRIS Duties:

- Collect, compile and enter data into ADP system ensuring timely and accurate processing of pay changes by established deadlines.
- Run reports from ADP system and provide key HRIS metrics and reports to management.
Provide wage information analysis for workers compensation, 401k, and government audits as required

Qualifications, Experience, Knowledge, Skills, and Abilities:

- Associate's degree in Human Resources, Business Administration, Accounting, Finance or related field is required; Bachelor's preferred.
- Minimum 3 – 5 years of human resource specialist experience beyond college, with at least 2 years of payroll processing experience working with ADP Workforce Now; required.
- Excellent writing and proofreading skills; required.
- Ability to work independently and resolve issues with minimal supervision; required.
- Intermediate knowledge of MS Office, Outlook, Word, Excel, and Power Point; required.
- Detail-oriented with high level of professionalism, excellent judgment, ability to work independently with changing priorities, and ability to handle multiple tasks simultaneously; required.
- Strong time management skills; required.
- Excellent customer service, telephone, listening, and strong verbal & written communication skills.

- Strong ability to handle confidential information; required.

Desired knowledge, Skills, and Abilities:

- Strong interpersonal skills with ability to interact with all levels of the organization.
- Ability to excel in a fast-paced environment.
- Ability to project a warm and friendly manner in all business contacts and maintain a professional relationship with fellow workers

SALARY RANGE: \$45,000 - \$65,000

COMPANY BENEFITS:

- Comprehensive health benefits package, totally paid by employer for individual and/or family
- Vacation and Sick Leave (12 days each)
- Option to participate in company 403B Retirement Plan immediately upon hire, with company match of 10% after one year of employment.
- Educational Tuition Reimbursement Stipend of \$4,000 per year.
- FREE on campus parking or \$125 per month metro benefit

FORWARD RESUMES TO: HR Department at amy.hymes@nih.gov

The Foundation for Advanced Education in the Sciences is an Equal Employment Employer