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## TRINITY HEALTH POSITION DESCRIPTION

**Job Code:** T2572                      **Title:** HR Specialist

**Date:** June, 2020                      **Department:** Organization Effectiveness

**FLSA:** Non-Exempt                      **Reports To:** HR Manager, Director, CHRO or other  
HR leader (varies)

**Grade:** 9                                      **Approved By:**

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### POSITION PURPOSE

Provides Human Resource (HR) support for various operations and services. Work activities involve interacting with executives, various levels of management and professionals, colleagues and vendors providing and disseminating information, as well as completing actions pertaining to HR operational policies, procedures and processes. Work activities require a thorough understanding of HR Center of Excellence (COE), HR Shared Services (HRSS) and HR Business Partner (HRBP) services and the application of internal systems (e.g., Workday, Kronos timekeeping) in order to review, verify and process varied HR actions; participate in and maintain system data integrity; process actions and prepare reports, set-up and maintain internal databases; support special projects and initiatives, and provide varied and ad-hoc administrative support. This position reports to an HR manager, director, CHRO or other HR leader.

### ESSENTIAL FUNCTIONS

1. Knows, understands, incorporates and demonstrates the mission, vision and values of Trinity Health in leadership behaviors, practices and decisions.
2. Interacts with executives, various levels of management and professionals, colleagues, and vendors providing and disseminating information, as well as completing actions pertaining to HR operational policies, procedures and processes. Reviews, completes and processes HR transactions, accesses human resource information systems (i.e., Workday) to obtain, verify and update records, conduct data integrity audits, and prepare statistical/operational reports. Serves as liaison to HRSS, HR (COEs and HR internal service partners (i.e., Legal, Payroll, Risk Management, etc.) non tasks, operations and services.
3. Monitors and maintains select compliance requirements (e.g., licensure, sanctions) which includes maintaining applicable electronic files and databases, gathering data and preparing summaries for review and decision-making purposes.

4. Assists organizing events within the HR service scope of the aligned HR function. Maintains related databases, order materials, prepares and disseminates communications, participates and facilitates meetings, etc.
5. Conducts data integrity audits; reviews and maintains system data (e.g., supervisory orgs.); accesses systems (i.e., Workday) to obtain and verify data and correct system discrepancies; generates statistical and operational reports and interfaces with HRSS, including HR Technology, for technical guidance.
6. Processes, reconciles, approves and monitors HR billing and expense statements/invoices and payroll actions.
7. Assists with HR related communications, which includes developing materials, compiling and summarizing data, posting updates to intranet, MS Teams, etc.
8. Assists in the continuous improvement of applicable HR practices, procedures and processes. Participates in and supports projects and ad-hoc requests that may relate to any HR function . Keeps abreast of and adheres to HR plans, policies, procedures; information systems/applications, pertinent laws and compliance regulations.
9. Performs general administrative support requiring proficiency in the utilization of various software and application packages and the ability to navigate and access internal information systems, e.g., Workday, Kronos timekeeping, etc.
10. Maintains a working knowledge of applicable Federal, State and local laws and regulations, Trinity Health's Corporate Integrity Program, Code of Ethics, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behavior

## **MINIMUM QUALIFICATIONS**

1. Associates' degree in Human Resources, Business Administration or related field and a minimum of three (3) years' experience in an Human Resource support role, Customer Services or higher level Administrative Assistant role in a high volume, highly confidential work environment or an equivalent combination of education and experience.
2. Proven customer service orientation. Strong written and verbal communication skills in order to discuss technical or sensitive information with internal and external customers. Detail oriented with a high level of organizational skills and ability to manage and complete work in an efficient and thorough manner.
3. Ability to build strong, solid relationships with all key stakeholders. Consults with leadership to proactively anticipate customer needs and is creative and flexible in developing options.
4. Ability to organize and prioritize workload. Ability to work in a fast pace work environment and handle multiple tasks and competing priorities within established deadlines.
5. Flexibility with handling and prioritizing completion of multiple tasks/projects in a timely and organized manner.
6. Ability to maintain high-level of work productivity in a virtual environment.

7. Ability to work independently and with minimal supervision. Ability to work in a team environment and provide support to multiple positions. Ability to resolve problems and complete assignments accurately and promptly.
8. Ability to deliver consistent services utilizing the defined HR standard work methods to address people, process and technology related issues.
9. Proficiency in MS product suite (Word, PowerPoint, Excel, Windows, Access, Visio) or related computer software. Some knowledge and experience of HRIS; familiarity with Workday preferred.
10. Exceptional level of accuracy and attention to detail. Ability to take initiative and be proactive.
11. Ability to serve as a steward of the culture by working to establish and maintain a caring, collaborative and high performance culture and displaying a commitment of diversity. Ability to understand organizational relationships and structures.
12. Ability to continuously learn and seek personal and professional growth opportunities in technical areas of professional focus and to build credibility with customers, peers and team members.
13. Must be comfortable operating in a collaborative, shared leadership environment.
14. Must possess a personal presence that is characterized by a sense of honesty, integrity and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals and values of Trinity Health.

## **PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS**

1. This position operates in a typical office environment. The area is well lit, temperature-controlled and free from hazards.
2. Incumbent communicates frequently, in person and over the telephone, with people in a number of different locations on technical issues.
3. Manual dexterity is needed in order to operate a keyboard. Hearing is needed for extensive telephone and in person communications.
4. The environment in which the incumbent will work requires the ability to concentrate, meet deadlines, work on several projects at the same period and adapt to interruptions.
5. Must be able to set and organize own priorities and adapt to them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.

6. Remains stationary for extended periods of time, extensive computer work; occasionally transports objects weighing up to 25lbs.
  
7. Must be able to set and organize own work priorities, and adapt to them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.
  
8. Must possess the ability to comply with Trinity Health policies and procedures.

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this classification. They are not to be construed as an exhaustive list of duties so assigned.*