

## **Human Resource Specialist – Donna, Texas**

**JOB CODE: HR002**

**Schedule: Full Time**

**Work Status: Regular-Hourly**

**Salary: \$21.22, Based on experience**

**Location: Donna, Texas**

### **We Invite You to Join UMOS' Diverse & Dedicated Team**

**Earn up to \$3,000 in incentive pay during your first year of employment!**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

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#### **Benefits**

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options are to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

## **Are you a self-motivated result-oriented individual interested in a position that can make a difference? We have an opportunity available!**

The HR Specialist is responsible for addressing the Human Resources needs for internal customers by providing services that include staffing, employee orientation, pay administration, training, employee relations, policy administration and implementation of key human resources initiatives that support the needs of the business. Compiles and maintains data from personnel records and prepare reports including, but not limited to, Affirmative Action, Civil Rights Compliance Plan, and other reporting.

### **Primary Responsibilities:**

1. Maintains records of personnel transactions such as new hires, promotions, transfers, performance reviews, terminations, and other related personnel and payroll issues.
2. Assist internal customers in talent acquisition process including screening applications/resumes, interview scheduling, conducting interviews, and pre-employment background process.
3. Monitor Electronic Applicant System & Pre-screen candidates.
4. Conduct the HR new hire orientation presentations.
5. Ensure accurate and timely processing of employee status changes and other necessary actions as part of employee lifecycle.
6. Provides assistance and support for benefits administration and annual open enrollment; responds to inquiries and provides resolution to issues. and enrollment for benefits and HR systems.
7. Maintain compliance with unemployment and verifications of employment.
8. Assist with, monitor, and track Workers Comp, FMLA, STD, LTD & other benefits.
9. Responds to and resolves various inquiries, questions, and issues from employees and staff regarding human resources matters.
10. Provide employee relations support to HR Manager and HR Director, including employee complaints, grievances, investigations, and mediations.
11. Assist HR Director with various research projects and/or special projects.
12. File and update records. Develop monthly reports, as necessary.
13. May attend unemployment hearings as the human resources department representative.
14. Perform other duties as assigned.

## **Qualifications:**

1. Minimum of a High School Diploma (or equivalent) supplemented by 2+ years of previous Human Resources experience or bachelor's degree in Human Resources.
2. Exceptional interpersonal skills.
3. Experience with UKG preferred.
4. Advanced Microsoft Office Suite (Excel, Outlook, Word) skills.
5. Ability to handle confidential, time sensitive matters and juggle multiple priorities and projects.
6. Excellent written and verbal communication skills, including the ability to present in front of large groups.
7. Superb attention to detail, organizational and time management skills.
8. Bilingual English / Spanish preferred.
9. Awareness, knowledge, and sensitivity to socioeconomic and culturally diverse backgrounds of the target population served.
10. Must have car, valid driver's license with adequate auto liability insurance coverage and be able to travel and work irregular hours.

## **Additional Eligibility Requirements:**

Employment with UMOs is contingent upon successful completion of a criminal background check prior to employment

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*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*