

## **Human Resources Specialist**

### ***Erie County Agricultural Society, producers of the Erie County Fair***

**Classification:** Non-exempt (Hourly)

**Location:** On-site at the Fairgrounds at 5600 McKinley Parkway, Hamburg, NY 14075

**Hours:** Part-time (16 hours a week); Must be able to work for special events, including all twelve days of the Erie County Fair each August.

**Reports to:** General Counsel

**About the Role:** The Erie County Agricultural Society (ECAS) is looking for a Human Resources Specialist to be responsible for the day-to-day operations of the Human Resources Department, including recruitment, onboarding, pay, benefits, and leave; performance management; training; overseeing processes for medical leave and accommodations, and other related duties as assigned.

**About the Organization:** The Erie County Agricultural Society is a private, not-for-profit membership organization established in 1819. The Erie County Agricultural Society is recognized as the oldest civic institution in Western New York. The Society's mission is to connect communities through agriculture, education, and entertainment. The Society produces the Erie County Fair, an annual 12-day event held in Hamburg, New York, that celebrates the region's agricultural roots while offering engaging educational experiences and family-friendly entertainment. ([www.ECFair.org](http://www.ECFair.org))

### **Essential Duties and Responsibilities**

The following duties are the fundamental and crucial job responsibilities performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Coordinates a variety of departmental functions pertaining to recruiting, benefits, classification, compensation, training, personnel policy, and data management.
- Maintains compliance with federal, state, and local employment laws and regulations, and best practices; reviews policies and practices to maintain compliance.
- Responds to inquiries concerning human resources policies, benefits, employment laws, and/or other personnel matters.
- Conducts a variety of recruiting activities; coordinates job postings and recruiting advertisements; receives and screens applications; schedules interviews; develops screening tools and interview questions; conducts interviews, processes criminal history investigations; conducts employer reference checks.
- Assists management in the development of job descriptions, analyzes new and existing jobs/job classifications, performs salary analysis, and makes Fair Labor Standards Act (FLSA) exemption determinations.
- Implements new hire orientation, exit interviews, employee relations, and recognition programs.
- Coordinates processes for employees requesting Reasonable Accommodation, Family and Medical Leave Act (FMLA) leave, and Paid Family and Medical Leave (PFML).
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training. Schedules in-house trainers and training facilities; posts training schedules and sign-up sheets; organizes special supplemental training classes as necessary.

- Processes mail and email for HR department, handles verifications of employment and employment-related inquiries from applicants, employees, and management.
- Consults with management on employee engagement strategies and best practices.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Prepares and maintains a variety of human resources records, reports, and documentation, and responds to public records requests.
- Other duties as assigned

## **Competencies (Knowledge, Skills, Abilities, and Behaviors)**

### **Knowledge**

- Federal and New York State laws and policies.
- Regulations governing human resources and labor relations.
- Recruiting principles, processes, and strategies.
- Training principles and practices, including Learning Management Software.
- Human resources records, reports, and documentation.
- Database management principles and recordkeeping standards.

### **Skills**

- Data entry and records management.
- Organization and time/workload management.
- Coordinating and conducting training classes.
- Operating a computer with Microsoft Office.
- Scheduling appointments, booking rooms, and calendaring meetings and training.
- Writing in plain language, using correct spelling, grammar, and appropriate formatting.

### **Ability to**

- Adapt to changing business needs, conditions, priorities and work responsibilities.
- Learn, retain, and recall new or changing information and processes.
- Communicate effectively verbally and in writing, considering the needs of the audience.
- Make timely, logical decisions, solve problems, and prioritize work appropriately.
- Effectively manage stress and maintain composure.

### **Behaviors**

- Regular, reliable attendance with minimal unplanned absences.
- Earn trust and respect through honesty, professionalism, and maintaining confidentiality.
- Accept personal responsibility for work, actions, and words.
- Listen to understand various perspectives.
- Demonstrate initiative to learn, share information, and improve processes.
- Build constructive working relationships with colleagues.

**Hourly Rate:** \$21-24/hour

**To Apply:** Email your resume to [Jobposting@ecfair.org](mailto:Jobposting@ecfair.org)