

**JOB DESCRIPTION**  
**Specialist-Human Resources & Development**

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**Department:** HRD  
**FLSA Status:** Exempt

**Job Status:** Full-Time  
**Reports to:** Depart. Head GA

**Date:** November 30, 2008

**POSITION SUMMARY:**

Performs Human Resources related duties at the professional level and may carry out responsibilities in some or all of the following functional areas: employee relations, training, recruitment, payroll, benefits administration, compensation, etc.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Responsible for administering various human resources plans and procedures for all company personnel.
- Responsible for labor relations and developing positive employee relations.
- Participates in developing department goals, objectives, and systems.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Administers hourly compensation program; monitors performance evaluation program and revises as necessary.
- Manages change in the workplace by designing effective communications strategies and efficient delivery systems for implementation.
- Responsible for recruitment, including interviewing, testing, and selecting employees to fill vacant positions.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment and advises management in appropriate resolution these issues.
- Maintains a high level of knowledge of general state and federal employment compliance requirements; Answers correspondence or other communications with government agencies as appropriate; Builds working relationship and communicates effectively with local government representatives.
- Understands and utilizes OTICS USA's fair employment policies and procedures to create a non-discriminatory work environment.
- Completes and/or assures that affirmative action and EEO surveys are completed as required.
- Understands and utilizes OTICS USA's benefits and compensation policies and procedures
- Maintains Human Resource Information System records and compiles reports from database; updates and maintains company organization charts and employee directory.
- Payroll processing, administer employment tests to applicants.
- Assists with new employee orientation to foster positive attitude toward company goals.
- Keeps records of personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, coordinates interviews.
- Maintains compliance with federal and state regulations concerning employment.
- Develops and maintains various employment information, maintains other records, reports, and logs to conform to EEO regulations.
- Assists in recruitment effort for exempt and nonexempt personnel and temporary employees and participates in new hire orientation.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Maintains Human Resource Information System records and compiles reports from database; updates and maintains company organization charts and employee directory.
- Will assist in the development and implementation of various training programs.
- Maintains and coordinates employee recognition programs.
- Support all other departments as directed.

- Conform with all safety rules and use all appropriate safety equipment.
- Recognize and define problems, collect data, and develop conclusions.
- Maintain a clean, organized and safe work environment; responsible for proper waste disposal.
- Communicate effectively with others using both oral and written communication skills.
- Performs other related duties as required and assigned.

#### **POSITION QUALIFICATIONS:**

- Must be supportive of OTICS USA, Inc.'s philosophies and policies.
- Must be capable of maintaining a high level of confidentiality.
- Must be honest and have integrity (ability to be truthful and be seen as credible in the workplace).
- Must be self-motivated-ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Must demonstrate a positive attitude.
- Must be capable of constant quality work relative to clerical duties.
- Must be able to prioritize and handle multiple tasks.
- Must be flexible to adapt to changing conditions.
- Must be patient and able to deal with constant interruptions.
- Must be flexible to adapt to changing conditions.
- Must be willing and able to work in a team environment.
- Must have exceptional interpersonal (behavioral) skills.
- Requires excellent oral and written communication skills, and ability to work effectively with all levels of employees.
- Must have above average reasoning skills.
- Must be detail oriented (Ability to pay attention to the minute details of a project or task).
- Must be resilient (Ability to recover from, or adjust to, misfortune or setbacks).
- Must have ambition (the drive to achieve personal advancement).
- Must have autonomy (ability to work independently with minimal supervision).
- Must be resilient (ability to recover from, or adjust to, misfortune or setbacks).
- Must have technical aptitude (ability to comprehend complex technical topics and specialized information).
- Must be able to work under pressure (ability to complete assigned tasks under stressful situations).
- Must be able to successfully function within a team environment and be able to adapt to change.
- Ability to read and follow work instructions, procedures and policies.
- Receptive to training and performing functions in multiple areas.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Ability to recognize and define problems, collect data, and develop conclusions.
- Ability to read and follow work instructions, procedures and policies.
- Must be able to work on many different projects at one time.
- Willing to adjust hours to meet job needs; \*\* May be required to work overtime and off shifts as necessary.

#### **EDUCATION**

Bachelor's degree required, preferably in Human Resources or related field.

#### **EXPERIENCE**

Must have 5+ years of proven experience in Human Resources. Must be able to demonstrate experience in positive employee relations, recruitment, policy development and overall knowledge of employment law. Experience in a manufacturing environment is a plus.

#### **COMPUTER SKILLS**

Must possess excellent keyboarding/ computer skills and be proficient in MS Word & Excel.

#### **CERTIFICATES & LICENSES**

PHR Certification is preferred.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**OTHER REQUIREMENTS**

Solid work history and willingness to successfully function in a team environment.

**WORK ENVIRONMENT**

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS – See Physical Demands Description**

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.