



Sr. HR Specialist
Cincinnati, OH



CORE
SPECIALTY

THE CORE SPECIALTY ADVANTAGE

Core Specialty offers a diversified range of property and casualty insurance products for small to mid-sized businesses. From underwriting offices spanning the U.S., the Company focuses on niche markets, local distribution, and superior underwriting knowledge, offering traditional as well as innovative insurance solutions to meet the needs of its customers and brokers. Core Specialty is an insurance holding company operating through StarStone Specialty Insurance Company, a U.S. excess and surplus lines insurer, and StarStone National Insurance Company, a U.S. admitted markets insurer. The Company is rated A- (Excellent) by AM Best.

CONTACT US

For more information, please contact:

NEIL DOUGHERTY

Talent Acquisition Leader

t: +1 (513) 667-0894

e: neil.dougherty@corespecialty.com



CORE SPECIALTY

Essential Duties and Responsibilities: (Position based in Cincinnati, OH)

The Sr. Human Resources Specialist is a vital role within the Core Specialty organization responsible for executing on multiple HR processes and supporting the HR team in the areas of onboarding, offboarding, reporting, Workday data maintenance, employee inquiries, policy reviews, data metrics and employee relations. This role will have frequent interactions with all levels of leadership within the organization and requires emphasis on data integrity, reporting and analysis to support key HR decisions, while providing coverage and support as needed. This position requires a self-starter who can proactively identify and resolve operational issues and support process improvement, promoting best in class service, while developing effective relationships across the matrix.

Role Purpose:

HR Administration & Operational Support:

- Maintains Workday database, ensuring the highest standards of completeness, accuracy, and compliance throughout the employee lifecycle. This includes, but is not limited to, new hire record entry, employee change forms, file updates (electronics and hard copy), performance cycle documentation, performance management documentation and exit documentation.
- Manages the exit process, associated paperwork and email notifications to leadership.
- Responsible for the sanction screening process for new hires and current employees.
- Serves as primary support and partner in helping our employees/leaders navigate Workday transactions. This includes identifying where training may be needed and facilitating learning sessions to ensure user proficiency.
- Answers a broad spectrum of HR related questions from employees and leaders, and proactively researches answers if needed.
- Ensure compliance for all assigned employee training programs, including documentation of completion. Follows up with employees who have outstanding training needs and escalates if needed.
- Responds to requests by running analytics and reports, in conjunction with the necessary HR team members.
- Proactively recommends process improvements and challenges steps that may not make sense/add value.

Onboarding:

- Develops a comprehensive, relevant, and up to date on-boarding training program for new hires.
- Facilitates the background screening process for new hires.
- Conducts new hire orientations, while developing processes to ensure efficiencies that will reach all audiences.
- Collects I9 documentation and completes the eVerify process for new hires.
 - Serves as the primary contact throughout the entire on-boarding lifecycle to respond to questions and resolve new hire issues quickly and effectively.

Reporting:

- Identifies key monthly reports that will be of value to the HR and Leadership team (included but not limited to, headcount, hiring, attrition, birthdays/anniversaries, salary, bonus, training completions), runs reports and houses them in shared HR folder.
- Collects inputs for the Monthly Core Specialty HR report, consolidates, and drafts for leadership team.
- Analyses reporting trends and shares those trends with the HR team.
- Responsible for ensuring HR outcomes such as salary planning, mid-year/annual reviews, succession planning and talent designations have been documented in a timely basis in Workday. Conducts periodic audits to ensure accuracy.

HR Generalist

- Provides HR project and administrative support of assigned tasks, which may vary based on business cycles.
- Serves as primary point of contact for employee relations issues and questions for the Cincinnati office.
- Reviews employee handbook, with Legal, and updates as required.
- Completes assigned projects, both ad-hoc, and long-term.

Experience:

- Education – Bachelor's degree required
- 4 Plus years' experience as a Human Resource Generalist or an HR Business Partner
- The ability to partner with internal partners on strategic and confidential HR Matters
- Working knowledge of Compensation, Benefits, onboarding, employee relations and other related HR function
- Workday experience is a plus.

At Core Specialty we believe that our employees are our most important asset. Helping our employees and their families achieve and maintain good health – physical, emotional, and financial – is the reason Core Specialty offers extremely rich and affordable benefits including, but not limited to medical, dental, vision, and life insurances; short and long-term disability; a Company-match of 100% of a 6% contribution 401(k) plan; an Employee Assistance Plan; Health Savings Account, Flexible Spending Account, Health Reimbursement Account, and gym reimbursement.