



Range: SG-12
FLSA: Non-exempt
Date: December 11, 2017

HUMAN RESOURCES SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Assists the Human Resources Manager in coordinating and implementing a comprehensive personnel program with emphasis upon employment services, recruitment, selection, orientation, employee evaluation and development, organizational development, training, personnel policies and procedures, classification and compensation and risk management.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Human Resources Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assists with the administration and operation of the Human Resources Department.
2. Provides administrative services; monitors workload, work activities, priorities and deadlines.
3. Performs a variety of routine clerical work including filing, billing, verifying and recording information on records.
4. Assists with the recruitment, application screening, interview, selection and new hire orientation processes, including the preparation and placement of recruitment advertising.
5. Assists with new employee on-boarding, orientation and training.
6. Assists employees on personnel matters, work-related problems, personnel benefits, policies and procedure.
7. Maintains employee personnel files and other employment-related documents in accordance with appropriate regulations.
8. Provides general clerical and administrative support to the Human Resources Manager.
9. Stays knowledgeable of current state and federal laws pertaining to Human Resources.
10. Maintains and updates employee personnel records.
11. Coordinates general training for employees.
12. Assists in organizing special programs, training, rewards, recognition and other social/business events as required.
13. Attends conferences and other professional meetings to keep abreast of personnel methods, benefits, and administration.
14. Administers employee performance evaluation program.
15. Initiates employee payroll changes based on outcome of performance evaluations.

16. Coordinates and records workers compensation injuries and monitors department reporting procedures for compliance with state and federal compliance.
17. Chairs the city's Safety Committee and coordinates safety training for employees as needed.
18. Prepares, processes, and proofreads a variety of documents.
19. Deals tactfully and courteously with coworkers and the public; responding to and resolving difficult and sensitive employee/citizen inquiries.
20. Prepares purchase orders and processes invoices.
21. Serves as secretary to the local Public Safety Personnel Retirement System (PSPRS) Board (PSPRS); prepares, distributes, and posts meeting agendas; attends meetings, takes minutes, and distributes to PSPRS as required.
22. Operates, maintains and orders supplies for a variety of office equipment.
23. Participates in the creation and implementation of goals, objectives, policies and priorities related to the department.
24. Provides support to the Personnel Board as needed.
25. Maintains a positive attitude to promote teamwork, trust and mutual respect with employees.
26. Maintains or performs website content function.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques of recruitment and selection, classification, compensation, salary and benefits administration, training, equal opportunity and affirmative action.
- Operations, services and activities of the department; general knowledge of other departments in order to correctly direct phone inquiries.
- Basic principles and practices of fiscal, statistical, and administrative data collection and report preparation.
- Office procedures, methods, computer equipment and database software programs.
- Records management principles and standards.
- Principles and practices of meeting and agenda preparation.
- Modern office equipment and software.
- Microsoft Office Suite
- Workers Compensation reporting and compliance procedures.

Ability to:

- Possess a high level of integrity and sense of ethics.
- Maintain confidential data and information.
- Coordinate projects and set priorities and objectives.
- Handle multiple projects at the same time.
- Work effectively in an atmosphere of constant interruption.
- Learn computer applications for generating personnel-related records and reports.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Assist in employee training sessions.
- Respond to personnel-related requests and inquiries from employees.
- Communicate clearly and concisely, both orally and in writing.
- Work in organized team efforts and assist in problem-solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience, training, and attitude that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible clerical experience, including two years of responsible human resource department experience preferred.

Training:

Three years of responsible experience in a human resources department, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

WORKING CONDITIONS:

Environmental Conditions:

Office environment with occasional exposure to outside elements during times of special events.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time; working closely with others; and general manual dexterity. Some lifting required for department related equipment, file storage, stocking paper products, or for event or program set-up and tear down.