

HUMAN RESOURCES SPECIALIST

DEFINITION

Performs technical, detailed, and confidential work required to assist with recruitment, selection, employee orientation, classification, compensation, employee assistance program, benefits administration, employee services, and other human resources processes; maintains personnel records; provides technical support to the offices to which assigned regarding automated systems; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Human Resources Specialist receives general supervision from the Human Resources Director. The incumbent must be able to work independently in a productive and efficient manner without direct supervision on a daily basis. No direct supervision is provided, however, direction and work instruction may be provided to temporary or office clerical staff on a project basis.

CLASS CHARACTERISTICS

The Human Resources Specialist performs a variety of technical duties in support of the City's human resources systems. Successful performance of the work requires knowledge of human resources functions, City personnel policies and procedures as well as state and federal labor laws. . The incumbent must work with discretion regarding a variety of highly confidential personnel matters. This class is distinguished from other City office and administrative support classes in that the responsibilities relate specifically to City-wide human resources functions.

EXAMPLES OF DUTIES (Illustrative Only)

- Maintains records related to employee benefit plans; acts as liaison with benefit providers to supply information and solve problems; explains rules and coverage to employees.
- Maintains official and confidential City employee personnel records.
- Provides assistance to the Human Resources Director in labor negotiation processes, including, taking notes, preparing proposal cost estimates and conducting salary and procedural surveys.
- Processes workers' compensation claims; works with the third-party administrator regarding payment and management of such claims.
- Assists employees in completing paperwork required for hire; conducts employee benefits orientation sessions.

Human Resources Specialist
Page two

- Provides assistance with Equal Employment Opportunity complaints including sexual harassment and other discrimination claims.
- Administers City's Employee Assistance and wellness programs.
- Arranges and schedules pre-employment physicals and, if applicable, submits fingerprint cards to the State Department of Justice.
- Maintains, tracks and schedules employee Performance Evaluations and Appraisals.
- Monitors employee incentive programs and processes appropriate employee records.
- Coordinates and prepares employment recruitments including job announcements and advertisements following an established format; selects media and arranges for publication in various media sources; distributes and receives application forms; notifies candidates at each step of the selection process.
- Conducts and responds to surveys regarding organization, salaries, benefits, policies and procedures.
- Arranges oral assessment interviews and assists departments in the preparation of materials for oral interviews; compiles scores and prepares employment lists.
- Interprets City personnel rules, policies and procedures, and related regulations for supervisors and employees.
- Prepares payroll worksheets for new hires for inclusion in the automated payroll system.
- Processes new hires in the City's automated personnel systems.
- Uses a variety of standard office equipment, including a computer, in the performance of the work.
- Maintains professional and effective working relationships with all City employees, elected officials and the public.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of human resources in a public agency setting.
- Basic practices of human resource administration, with particular reference to recruitment, selection and salary administration.
- Methods, techniques and practices of data collection and report writing.
- Business letter writing and standard writing practices for correspondence and reports.
- Business arithmetic.
- Correct English usage, including spelling, grammar and punctuation.

- Techniques for effectively dealing with a variety of individuals from various socio economic, cultural, and ethnic backgrounds in person and over the telephone.
- Policies and procedures related to recruitment, selection, classification and compensation.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for dealing with the public and City employees in person and over the telephone.
- Standard office practices and procedures, including the use of standard office equipment.

Skill in:

- Interpreting, applying and explaining policies, procedures and practices of personnel administration.
- Reviewing personnel documents for completeness and accuracy.
- Planning effective recruitment, testing and selection practices.
- Maintaining accurate and confidential personnel records.
- Performing technical human resources support work.
- Reviewing, balancing and reconciling employee benefit records.
- Maintaining and producing accurate reports in a timely manner.
- Making accurate arithmetic calculations.
- Exercising sound independent judgment within procedural guidelines.
- Organizing and setting priorities in order to meet deadlines
- Providing information to and assisting employees in completing forms related to various human resources areas.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to completion of two years of college or technical school training with major course work in human resources or a related field and three years of experience related to the human resources function. Experience in a public agency setting is desirable. Additional experience as described above may be substituted for the education on a year for year basis.

License:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

Working Conditions:

Works predominantly inside. Must be able to attend off-hours meetings or events or work occasional overtime as required. May travel outside of the City.

Physical Demands:

Must possess mobility to work in a standard office setting, and to use standard office equipment, including a computer; strength and stamina to lift and carry 20 pounds; vision to read printed materials, plans, and a computer screen; and hearing and speech to communicate in person and over the telephone.