



JOB DESCRIPTION

HUMAN RESOURCES SPECIALIST

DEFINITION

Under general supervision performs a variety of responsible technical and professional human resources support duties associated with recruitment, compensation and classification, benefits administration, records maintenance and risk management activities. Provides professional assistance to management staff in personnel and related matters; performs related work as assigned.

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

EXAMPLES OF DUTIES

- Creates recruitment materials and coordinates related activities;
- Advises and assists employees/management in interpreting City policies, procedures, MOU's and regulations;
- Prepares and administers new hire orientation documents and assists in completing necessary forms;
- Processes changes in employee and/or dependent status to benefit plans; serves as employee ombudsman to employees on benefits questions; acts as liaison with benefits providers.
- Prepares employee evaluation forms for routing to department and is responsible for ensuring timely completion;
- Assists with the development of special studies and surveys, develops reports of findings;
- Responds to high volume of request and inquiries from the general public, other agencies and other City departments regarding Human Resource Department functions;
- Represents City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations and the public; and
- Monitors developments and legislation related to personnel matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements
- Performs a variety of responsible office support work such as preparation of confidential correspondence; prepares periodic and special reports regarding personnel activities;
- Coordinates with Information Services to maintain Human Resources Department web site;
- Sets up and maintains worker's compensation files and claims; assembles and reviews pertinent information to assist in evaluation of claims; communicates with third-party administrators regarding claims activities;
- Assists with the development and implementation of employee relations programs;
- Maintains confidential personnel records and files in accordance with City policy;
- Performs related duties as assigned or required.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

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

- High school diploma or equivalent supplemented by college level course work in personnel and benefits administrations or a related field;
- Five years of progressively responsible public sector human resources experience, and



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Knowledge, Skills and Abilities

Knowledge of:

- Principles, practices and techniques of public personnel administration, including recruitment and selection, classification, compensation and benefits administration, employee development, worker's compensation;
- Techniques and methodologies for conducting research and surveys;
- Federal, state and local laws and regulations.

Ability to:

- Plan, organize, administer, review and evaluate a personnel services program;
- Interpret collective bargaining agreements;
- Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls;
- Design and implement effective recruitment programs to obtain qualified employees;
- Develop valid and effective selection procedures;
- Conduct classification, compensation and benefits studies;
- Exercise sound independent judgment within general policy guidelines and legal constraints;
- Establish and maintain effective working relationships;
- Represent the City effectively in meetings with others;
- Prepare clear, concise and competent reports, correspondence and other written materials;
- Coordinate all background investigations including physicals and psychological examinations for the police department personnel;
- Operate a personal computer using a variety of software applications;
- Perform pre-background investigations on applicants when necessary.

Necessary Special Requirement

Possession of or ability to obtain a valid California Driver's license and good driving record.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, reaching, grasping, lifting (up to 50 pounds), manual/touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects, hazards, and fatigue.

Mental Requirements

Complex reading and writing, memorization, perception/comprehension, analyzing, math skills, judgment, and decision making.

Stress Factors

High pressure in assisting the public, staff and elected officials..

Work Environment

Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact.



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Equipment

Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, typewriters, computer printer, and maintenance tool equipment.

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