

## **HUMAN RESOURCES SPECIALIST**

### **Job Summary:**

Under direct supervision, performs a variety of technical paraprofessional and administrative duties related to confidential Human Resources activities such as benefits, recruitment and selection, maintenance of employee records and data; supports professional and management Human Resources staff; performs related duties as required.

### **Essential Duties and Responsibilities:**

These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind duties and work assignments.

1. Participates in recruitment and selection process; prepares and distributes job announcements and advertisements; makes arrangements for oral and performance examinations; administers written examinations; provides notification to candidates of recruitment status and results; prepares and certifies eligibility lists.
2. Processes personnel actions such as new hires, merit increases, promotions and terminations in IFAS.
3. Prepares, maintains, and updates a wide variety of confidential personnel related records and files.
4. Tracks performance evaluations and step increase dates; notifies supervisors and managers of due performance evaluations.
5. Assists in researching and assembling information for classification and compensation purposes and other personnel studies.
6. Initiates and responds to salary and benefit surveys, classification studies and employment verifications.
7. Provides information to the public, other agencies and city staff regarding Human Resources benefits, policies, procedures, rules and regulations.
8. Performs a variety of general administrative support duties; independently composes, prepares and proofreads letters and other documents; prepares periodic and special reports.
9. Prepares and processes purchase orders and receiving reports.
10. Conducts new employee orientation; processes employee benefit forms and records; enrolls employees in various benefit programs and provides plan information to employees.
11. Maintains liaison between employees, the city, and benefit providers.
12. Coordinates and makes arrangements for various programs including benefits open enrollment, workshops/training, DOJ live scan and DOT drug testing program.
13. Assists professional staff with special projects, investigations and other personnel functions.
14. Performs related duties as required.

### **Qualifications Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Bachelor's degree in personnel or human resources administration, public administration or related educational field and one year of paid full-time subprofessional experience in a governmental agency's human resources or personnel department. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Basic Human Resources principles and practices.
- Methods and techniques for recordkeeping.
- Basic research methodologies.
- Basic functions and structure of municipal government.

- Basic purchasing practices.
- Correct English usage and arithmetic.
- Customer service principles.
- Modern office techniques practices procedures and equipment.

**Skill and Ability to:**

- Interpret policies and procedures.
- Prepare and maintain accurate and complete records.
- Organize and prioritize work.
- Maintain confidentiality.
- Operate standard office equipment including a computer and related software applications.
- Communicate effectively verbally and in writing.
- Collect data.
- Establish and maintain effective working relationships with others and deal tactfully with the public.

**License or Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and finger manipulation.
- Perform work which is primarily sedentary, involves sitting most of the time.
- Is subject to inside environmental conditions and occasional outside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Occasionally lift, carry, push or pull up to 20 pounds.