

SENIOR HUMAN RESOURCES SPECIALIST

Job Summary:

Under direct supervision of the Human Resources Manager, performs confidential paraprofessional to professional human resources work including but not limited to recruitment, benefits administration, employee relations, classification and compensation.

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 activities, including but not limited to, preparing a recruitment and selection plan, preparing and posting job announcements, advertising positions, evaluating candidate qualifications, preparing and administering written, performance and oral examinations, reviewing test results, preparing and certifying eligibility lists, reviewing selection packages, preparing personnel action forms, making job offers, and processing new hires consistent to procedures.
2. Performs research related to confidential human resources issues; compiles and evaluates data and makes recommendation to supervisor.
3. Drafts and prepares class specifications, council agenda items, resolutions and correspondence.
4. Conducts classification, compensation and benefits surveys; prepares reports and recommendations.
5. Assists in the review and revision of standard management procedures, Memoranda of Understanding, personnel rules, City policies and procedures and human resources documents and forms.
6. Assists with human resources programs and/or projects pertaining to benefits, labor relations, studies and/or other similar tasks.
7. May supervise and/or lead subordinate employees, prioritize and assign work, prepare performance evaluations, train staff and make hiring and disciplinary recommendations.
8. Assists with and/or performs personnel investigations and personnel hearings; interacts and corresponds with attorneys, investigators, witnesses and bargaining unit representatives; acts as primary staff support to Sr. Human Resources Analyst and management.
9. Reads and interprets Memoranda of Understanding, personnel rules, ~~policies~~ and standard management procedures and other City policies and procedures.
10. Provides information and/or training regarding human resources programs and services to City employees and/or the general public.
11. Processes merit increases, promotions, acting appointments, lateral transfers, terminations for employees on a Citywide basis.
12. 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, business or public administration or related field and two (2) years of full-time, paid subprofessional to professional technical work 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:

- Employment standards and procedures.
- Human resources principles and practices.

- Applicable Federal and State laws, rules and regulations.
- Research and analytical methodologies.
- Employee relations.
- Statistical computations related to human resources.
- Labor relations and labor agreement interpretation methods.
- City organization operations, policies and objectives.
- Training and supervision principles.
- Office practices and procedures.
- Correct English and math usage.
- Personal computer software and hardware.
- Letter and report writing.
- General recordkeeping practices.
- Interpersonal skills, using tact, patience and courtesy.

Skill and/or Ability to:

- Determine appropriate and effective recruitment standards.
- Conduct human resources related research and studies.
- Interpret policies and procedures.
- Train, supervise and evaluate staff.
- Maintain accurate records and prepare clear concise reports.
- Maintain confidentiality.
- Operate computers and related software.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.

License:

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 Demands 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.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- May be required to work evenings and/or weekends.