



CLASSIFICATION SPECIFICATION HUMAN RESOURCES SPECIALIST

JOB SUMMARY:

Under general supervision of the Director of Human Resources/Risk Management, the Human Resources Specialist performs a variety of highly sensitive and moderately complex para-professional human resources and administrative duties, participates in all aspects of human resources activities, and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Human Resources Specialist provides technical work relating to recruitment, testing, classification, compensation, employee benefits, and employee training and development. This class differs from a Human Resources Analyst due to the level of experience required and complexity and sensitivity of work performed.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plays a key role in the delivery of customer service on all human resources matters, which includes responding to inquiries and providing information via telephone, e-mail, and in person to employees, the public, and other agencies on policies, procedures, and other human resources topics.
- Develops and implements recruitment announcements and advertisements including recruitment schedules, related literature, and advertising; participates in applicant screening, testing, and administration; receives confidential information on all City candidates for employment; identifies and solicits interview panels and members; notifies candidates on their status in recruitments; and establishes and maintains eligibility lists and probationary lists.
- Assists in the administration of training and development programs and monitors mandated training requirements; maintains records and implements employee plan changes related to employee benefit programs including the explanation of employment benefits and coordination of enrollment; conducts personnel transactions such as personnel action forms and employment verifications; conducts salary and benefit surveys; and participates in the implementation of personnel policies and procedures.
- Prepares, maintains, and/or processes personnel documents, files, and records; tabulates information and prepares statistical reports; compiles and summarizes data; and works on special projects.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principles and practices of human resources administration, federal and state laws, and rules and regulations relating to employment practices.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Perform responsible and moderately complex technical and clerical work involving the use of independent judgment, and interpret and apply human resources policies, procedures, laws, and regulations.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; maintain and prepare complex, extensive, and confidential records and reports; and organize and maintain office and specialized files.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of human resources goals.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Two years of increasingly responsible clerical, technical, or administrative experience in human resources.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: July 24, 2018