



## Human Resources Specialist

Department/Division:	Administration
Reports To:	Assistant City Manager
Provides Direction To:	N/A

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Responds to inquiries regarding the recruitment and selection process; assists with job application screening; provides orientation to oral board raters; schedules employment physicals; drafts and places job announcement advertisements; disseminates City employment policies and procedures; provides new employee orientation and processes related documents.
2. Proctors employment examinations; scores exams and notifies candidates of results.
3. Explains employment benefits; coordinates enrollment in insurance plans and assists with workers' compensation and liability insurance claims; provides liaison to other City staff, claims adjusters and investigators and insurance agents in the disposition of claims.
4. Prepares, maintains or oversees processing of various documents, files and records, including eligibility lists, group insurance, workers' compensation and liability insurance files, purchasing forms, and invoices for payment or services rendered according to established procedures; tabulates information and prepares statistical reports.
5. Composes and types correspondence from oral and written instructions, or initiates routine correspondence; operates word processing and other automated systems in the execution of assigned tasks.
6. Explains terms or conditions of City employment in accordance with established policy; advises employees and management regarding personnel rules and established procedures; prepares documents for separations.
7. Assists in maintenance of class specifications; responds to salary and benefits surveys, and compiles data; prepares related detailed reports.

8. Maintains schedules of personnel transactions to ensure timelines of employee Performance evaluations, merit step advancements, salary adjustments and provisions of employee benefits; maintains individual personnel files and integrity of official file system.
9. Maintains office supplies and equipment.
10. Assists in the development and implementation of Human Resources policies and procedures; recommends changes to various Human Resources forms and manuals and maintains awareness in changes and developments in the public personnel management benefits administration field.

## **QUALIFICATIONS GUIDELINES**

### **Desirable Qualifications**

#### **Knowledge of:**

Some knowledge of federal and state laws, rules and regulations relating to employment practices; principles and practices of personnel administration; basic principles of research, record keeping and report preparation; general office procedures.

#### **Ability to:**

Ability to communicate effectively both orally and in writing; understand and apply laws, regulations, policies, complex rules and procedures; compile statistical data; prepare reports; perform difficult and specialized technical and paraprofessional work requiring a high degree of accuracy; maintain confidential records and files; establish and maintain cooperative working relationships; operate a variety of office equipment including a typewriter, word processor and/or computer at an acceptable rate of speed.

### **Experience /Training/ Education**

**Education:** Bachelor's degree or equivalent in Business, Public Administration or related field.

**Experience:** Two years of responsible clerical/technical experience preferably related to the administration of human resources.

### **Licenses**

Possession of a valid Class C California driver's license, and a satisfactory driving record.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.