



January 2019  
Class Code: A-44  
FLSA: Non-Exempt

## HUMAN RESOURCES SPECIALIST

### **DEFINITION**

Under general supervision, performs a variety of paraprofessional, technical and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, salary administration, insurance and benefit programs, and employee training and orientation; prepares, reviews, and distributes human resources information systems records; provides responsible technical and clerical support to professional staff in the Human Resources Department; assists in completing various human resources studies and reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Human Resources Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level paraprofessional class is responsible for performing the full range of technical work in the following areas: recruitment, testing, and selection, benefits and workers' compensation administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Participates in the recruitment, testing, and selection of employees including preparing advertisements and recruitment job flyers, assisting in coordinating recruitment processes, and scheduling and coordinating written performance tests and interviews; advertises and posts job bulletins; assists in proctoring examinations; constructs rating notebooks; prepares rater confirmation materials.
- Coordinates background check process for new hires; processes pre-employment physical examination paperwork.
- Answers questions regarding open positions; responds to requests for employment verification; receives and monitors employee garnishments.
- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and maintaining accurate files.

- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Processes Personnel Action Forms (PAF's) involving terminations, resignations, promotions, and retirements; completes and submits unemployment insurance claims.
- Performs administrative work related to employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision and worker's compensation; reconciles benefit invoices.
- Interprets and applies Federal, State, and local laws and regulations concerning human resources programs.
- Participates in human resources projects and programs including health fair, training programs, open enrollment, and related events; coordinates meetings, workshops, special events and related program services and activities with other agencies and District departments.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provides information to District staff, other organizations, and the public.
- Provides general administrative support to the Administrative Services Department, including preparing correspondence, memoranda, and reports, coordinating conference and travel arrangements, processing warrants, handling petty cash and related funds, reconciling accounting statements, and maintaining schedules and records; attends Personnel and Policy Committee meetings and takes notes.
- Assists in drafting procedures and leasing contracts for review by legal counsel and management; reconciles rent and lease agreements; serves as a liaison for lease renewals with third party administrators.
- Establishes and maintains employee personnel and benefits files and seasonal employee files.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Policies, procedures, practices, and methods related to workers' compensation and liability claim processing and administration.
- Methods, techniques, and practices of data collection and report writing.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Review human resources documents for completeness and accuracy.
- Administer effective recruitment, testing, and selection practices.
- Review and reconcile employee benefit records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of confidential filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in human resources management, business or public administration, or a related field; and, two (2) years of specialized human resources program technical support experience in a public agency setting.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.