

**HUMAN RESOURCES SPECIALIST**

\$31.2683 - \$39.9073 Hourly

\$61,786.16 - \$78,856.75 Annually

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Performs technical, detailed and confidential work in support of the City's human resources program, including recruitment, selection, employee orientation, classification, compensation, training, benefits administration, employee assistance program, workers' compensation, employee relations and labor negotiations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Manager or his/her designee; works independently in a productive and efficient manner without direct supervision on a daily basis.

**ESSENTIAL FUNCTIONS** - *Responsibilities and duties may include, but are not limited to, the following:*

- Coordinates the City's recruitment and selection process; prepares job announcements and advertisements; reviews and screens employment applications; determines and recommends appropriate pass points; arranges for appropriate selection devices, including written, oral and performance tests; provide timely notification to candidates at all steps of the selection process; participate in the interview process as a Human Resources representative.
- Conducts new hire orientations for all full-time, part-time and temporary/seasonal employees; reviews and processes personnel action forms related to new hires, separations, compensation and employment status changes.
- Administers employee benefits programs including retirement, health, dental, vision, life and deferred compensation; act as liaison with benefit providers to resolve coverage and claim issues on behalf of the employees; coordinates open enrollment activities.
- Coordinates requests for Family Medical Leave benefits under the federal and state legislation; administers short and long disability, and pregnancy disability benefits.
- Maintains and updates status of workers' compensation claims; monitors and updates employee return to work status, including work limitations; works with third-party administrator regarding payments and management of such claims; coordinates City wide health and wellness programs.
- Administers Injury and Illness Prevention Program including all health and safety training activities and maintains training documentation in personnel files; provides staff support to city-wide Health and Safety Committee.
- Assists in the maintenance of classification and compensation plans; researches and assembles information for classification and compensation purposes; initiates and responds to salary and benefit surveys and classification studies.
- Maintains, updates, and manages Human Resources Information System (HRIS).
- Assists the City Manager or his/her designee with the administration of employee and labor relations, including negotiations.

## CITY OF HERCULES

- Assists the City Manager or his/her designee with Equal Employment Opportunity complaints including sexual harassment and other discrimination claims; may conduct investigations, gather and analyze information and prepare reports, recommendations, or correspondence in relation to the investigations.
- Assists in the development of, and administration of human resources related practices, policies and procedures.
- Maintains and tracks annual employee performance evaluations.
- Serves as resource and provides information to the public, other agencies and City staff requiring use of judgment and interpretation of a variety of policies, rules and regulations.
- Maintains official and confidential City employee personnel records; works with discretion regarding a variety of highly confidential personnel matters.
- Provides administrative support to the City Manager or his/her designee, composes, researches, and prepares letters, memoranda, and reports; processes invoices and monitors budget activity.
- Establishes positive working relationships with all City staff, elected officials, and the public.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Basic principles and practices of human resources administration, including recruitment, selection, classification, compensation, training, benefits, workers' compensation, safety, employee relations and labor negotiations.
- Basic functions and structure of a municipal organization.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques for basic report preparation and writing.
- Methods and techniques for record keeping.
- Modern office practices, procedures and equipment.
- Correct business English, including spelling, grammar and punctuation.

#### Ability to:

- Organize and prioritize work coordinating several activities and meeting critical deadlines.
- Interpret, apply and explain a variety of rules, policies and procedures.
- Collect and analyze a variety of data.
- Use initiative and sound judgment within established guidelines.
- Maintain confidentiality of human resources information.
- Meet critical deadlines.
- Deal successfully with City personnel and the public, in person and over the telephone.
- Courteously respond to human resources related issues, concerns and needs.
- Understand and follow instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Operate an office computer and a variety of word processing and software applications.

**Experience and Education / Training Guidelines**

*Any combination of experience and education / training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years of increasingly responsible experience in Human Resources performing technical and analytical work. Experience in a public agency is highly desirable.

Education:

Equivalent to an Associate’s degree from an accredited college or university with major course work in human resources management, public or business administration, or a related field.

**WORKING CONDITIONS**

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
- Must be competent to write, spell and relate accurate information on incident and accident reports, as needed.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

FLSA: Non-Exempt