



HUMAN RESOURCES SPECIALIST

Definition:

Under the direction of the Human Resources Manager, performs a wide variety of highly sensitive and moderately complex human resource, payroll, and administrative clerical duties.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Participates in various aspects of the recruitment process, including the preparation, placement, and dissemination of job announcements and advertisements in professional publications, other listing locations, and to internal employees; the acceptance of applications; and communication with potential candidates.
2. Sets up applicant interviews, including notifying candidates and oral board members of exam dates and times, creating and maintaining the schedule, and compiling packets for oral board.
3. Processes payroll and maintains payroll records for City employees, ensuring accuracy and reconciling data.
4. Processes special payroll operations, including sick, vacation, and administrative leave buyback.
5. Prepares and reconciles a variety of benefit-related reports and invoices, including retirement, medical, dental, vision, short and long term disability, life insurance, and Flexible Spending Accounts.
6. Administers COBRA and Leave of Absence benefits processing and billing.
7. Maintains various filing systems and personnel records, and processes personnel transactions by reviewing information, ensuring accuracy and proper effective dates, and entering information into various computer systems.
8. Coordinates 457 deferred compensation activity, including enrollment and termination transactions, payroll deduction transfers, and simple account reconciliations.
9. Assists employees, applicants, or customers by explaining employment processes and payroll/benefit programs, distributing a variety of materials, and assisting in responding to related inquiries.
10. Establishes, organizes, and maintains confidential personnel records for City employees, in both hard copy and electronic formats.
11. Coordinates the workers compensation, fingerprinting, and drug testing programs for City employees.
12. Assists in conducting new employee orientations.
13. Prepares, assembles, formats, edits, photocopies, and/or retrieves a variety of simple to moderately complex letters, data sets, memos, labels, reports, or other documents or correspondence related to human resources or payroll administration.

14. Disseminates a variety of information and/or reports to various agencies or departments via telephone, mail, email, or fax.
15. Provides technical, administrative, and clerical assistance to Human Resources Manager, including participation in special surveys and/or projects.
16. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of human resources management and payroll administration.
- General personnel policies and procedures applicable to the City.
- Overall operations, services, and activities of a contract municipality.
- Management skills to analyze programs, policies, and operational needs.
- Principles and techniques of negotiation and bargaining.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of analysis related to a broad array of public administration issues, administrative research, and data analyses.
- Current literature, information sources, and research techniques in the field of human resource management.
- Record keeping principles and procedures.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases, and HRIS/payroll programs.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Analyze situations carefully and adopt effective courses of action.
- Prepare clear, concise, and comprehensive reports and written materials.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Organize work and establish priorities for self and supervised staff.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply appropriate policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Search, compile, and analyze information.
- Maintain extensive and confidential records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in human resources, public or business administration, finance or accounting, or related field, and two years of experience in human resources or payroll. Additional years of increasingly responsible relevant experience in human resources or payroll administration may substitute for the degree on a year-for-year basis. Municipal experience preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to attend periodic evening meetings.
- May be required to work at a video display terminal for prolonged periods.
- May be required to use personal vehicle in the course of employment.