

HUMAN RESOURCES SPECIALIST I

JOB DESCRIPTION

Classification Responsibilities: A Human Resources Specialist I performs entry level clerical and paraprofessional assignments in support of an assigned personnel functional area(s) which may include: assisting with recruitment and classification, training class registration, maintaining computerized databases, processing performance appraisals, processing personnel transactions, providing employees with information, compiling data, researching information, and preparing reports in support of assigned functional area(s). A Human Resources Specialist I may perform the duties of a Human Resources Specialist II on an as needed basis. This class is also responsible for performing related duties as required.

Distinguishing Features: Work is performed under close-to-general supervision and is reviewed by a professional staff member for accuracy, completeness, and adherence to department policies and standards. The Human Resources Specialist I is distinguished from the Human Resources Specialist II by the latter performing more responsible, full performance duties requiring greater independent judgment and a broader knowledge of modern personnel administration principles and practices. Employees in this class may progress by noncompetitive promotion to the Human Resources Specialist II classification upon meeting the specific criteria-based promotion requirements of training, education, experience, and performance. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) responsible clerical experience, including some (6 months - 1 year) personnel clerical or paraprofessional-level experience. A minimum accurate typing speed of 45 *net* words per minute is also required (by assignment) and will be verified prior to employment. Graduation from an accredited college or university with a Bachelor's Degree in Personnel, Business, Public Administration, or a related field may substitute for the required experience.

Special Requirement(s).

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Personal computer experience is highly desirable. Experience related to assigned functional area is preferred.

ESSENTIAL FUNCTIONS

Communication: Assists in explaining Personnel Rules and payroll policies and procedures, as well as specific information, procedures, and practices associated with an assigned personnel functional area(s) (i.e., recruitment, classification, training, incentive programs, etc.) in a clear and accurate manner. Makes effective presentations. Communicates with management, coworkers, other City employees, and the general public to establish and maintain effective working relationships. Prepares or assists in

preparing personnel related progress and/or statistical reports. Prepares written reports, articles, memos, and various other documents and correspondence.

Manual/Physical: Types or keys accurately at a sustained rate of 45 net words per minute. May assist in monitoring and recording the results of oral board interviews and other employment related tests, and/or performs various other recruitment-related tasks. Operates and/or inputs information into a personal computer to maintain records/databases and compile and generate various progress and/or statistical reports as well as other personnel related documents. Maintains personnel related records. Processes and ensures the accurate and timely distribution of personnel related paperwork, records, and other documents. Meets scheduling and attendance requirements.

Mental: Assists professional staff members with special projects and/or recruitments. Interprets personnel and/or payroll policies and procedures. Assists in verifying reports to ensure information is correct, conducts training needs analyses, researches data to prepare reports, makes recommendations based on information researched, coordinates personnel related programs, and/or scores written examinations. Prioritizes work assignments. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skill/Abilities:

Knowledge of:

business English, spelling, and grammar;
modern office practices, procedures, and equipment;
standard maintenance procedures applicable to personnel records;
principles and techniques of modern public personnel administration;
procedures and practices pertaining to compensation, employee involvement, training, and other personnel related programs and activities;
methods and procedures applicable to employment testing;
research methods and practices associated with completing salary surveys and training needs analyses;
report and article writing methods; and
personal computer software applications.

Skill in typing at a sustained speed of 45 net words per minute.

Ability to:

perform entry level paraprofessional and clerical public contact and research work in support of assigned area(s);
assist in interpreting and explaining personnel and/or payroll policies and procedures in a clear and accurate manner;
use a personal computer to ensure the timely flow of personnel forms and to assist in assembling and generating various reports;
assist professional staff members with various projects, special recruitments, etc.;
write effective reports, articles, letters, and other correspondence;
read and understand verbal and written objectives;

perform work assignments independently; and establish and maintain effective working relationships with management, City employees, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 39

EEO-Para

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-ADM

SWORN-No

INCREMENTS 81-200