

HUMAN RESOURCES SPECIALIST II

JOB DESCRIPTION

Classification Responsibilities: A Human Resources Specialist II performs technical and skilled paraprofessional, administrative and/or clerical work in a variety of specialized assignments in support of one or more Personnel programs within the Human Resources Department including: training and development, new hire processing and orientation, administering federally regulated Department of Transportation (DOT) programs, Citywide policies, Citywide personnel transactions, FMLA processing, recruitment advertising, employee programs, etc. Duties may include extensive public contact in providing employees with information regarding policies and regulations relating to program areas such as: promotions, new hires, Commercial Driver's License (CDL) requirements and endorsement certifications, pay and classification changes, random drug testing, DUI discipline policy, recruitment advertising, FMLA, and other activities, as well as researching information in support of a personnel functional area. This class is also responsible for performing related duties as required.

Distinguishing Features: Incumbents must possess advanced technical knowledge in specific functional areas; have the ability to explain and interpret information; work independently with minimal supervision and without specific instruction; and regularly exercise independent judgment when making decisions regarding the disposition of matters related to the program areas. This class differs from the Human Resources Specialist I class by performing duties of a more complex nature, which are subject to less frequent and detailed review. It differs from the Senior Human Resources Specialist class by the latter having full supervisory responsibility, as well as full responsibility for administration and authority for assigned programs. Work is reviewed for accuracy, completion, and adherence to departmental policies and standards, by the respective supervisor over the specific program area. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree with coursework in Human Resources, Business Administration, Public Administration, or a related field. Good (1 - 3 years) paraprofessional-level Human Resources experience. A minimum typing speed of 45 *net* words per minute is also required (by assignment) and will be verified prior to employment or promotion into this class.

Special Requirement(s). None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). A Bachelor's Degree from an accredited college or university in Human Resources, Business Administration, Public Administration, or a related field. Personal computer (PC) experience is highly desirable. Experience related to assigned program area is also preferred.

ESSENTIAL FUNCTIONS

(Common to All Assignments)

Communication: Communicates with management, other City employees, and outside agencies. Answers inquiries and furnishes information to authorized City personnel and affected members of the general public regarding Personnel Rules, policies, and procedures, and federal regulations, pay information, recruitment, and selection activities, etc. Explains Personnel Rules and payroll policies and procedures in a clear and accurate manner. Conducts presentations and/or training as required. Prepares routine and specialized reports, memos, letters, and various other correspondence and documentation.

Manual/Physical: Uses PC software programs to compile and generate monthly and other periodic reports. Conducts presentations relating to program areas. May assist Human Resources Analysts in monitoring and scoring oral board interviews and other test results, screening applications, and special projects. Meets scheduling and attendance requirements.

Mental: Interprets personnel and/or payroll policies and procedures. Assists in verifying reports to ensure information is correct, researching data to prepare reports, and making recommendations based on information researched. Prioritizes work assignments. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings.

Assignment to Training and Development

Communication: Explains, answers questions, and provides information regarding training and bilingual compensation program policies and procedures to City personnel and outside agencies in a clear and accurate manner. Conducts presentations on the bilingual compensation program.

Manual/Physical: Compiles Citywide records for training and the bilingual compensation program, statistics, and training evaluation information in order to generate reports. Verifies charges and processes invoices. Charges appropriate Responsibility Centers (RCs) for training costs. Codes and inputs training records for tuition reimbursement and training classes. Prints monthly training and cost reports. Maintains and updates personnel library materials, training information line, and e-mail training listings. Coordinates training room reservations, caterers, supplies, materials, speakers, trainers, etc. Maintains Personnel's training database (Access) including assembling and generating training statistics and reports.

Mental: Administers the Citywide bilingual compensation program and facilitates testing sessions. Organizes and schedules examination times and dates for the Citywide Bilingual Compensation Program.

Assignment to New Hire Processing and Orientation, DOT Pipeline & Hazardous Materials Safety Administration (PHMSA), Federal Motor Carrier Safety Administration (FMCSA), CDL medical programs, Alcohol & Controlled Substance Testing Program, DUI Discipline Policy, etc.

Communication: Contacts hiring supervisors regarding appropriate new hire approvals. Contacts applicants to initiate and assist in the pre-employment process (i.e., fingerprinting, Motor Vehicle Division [MVD] driving record history, drug screenings, certifications, or medical exams) as required. Contacts current employees to assist with obtaining certifications, medical exams, or background

clearance as required. Conducts new employee orientation sessions to explain new employee benefits and City policies and procedures. Prepares routine and specialized reports, memos, letters, and various other correspondence and documentation.

Manual/Physical: Assigns employee identification numbers. Enters new hire information into PeopleSoft Human Resources/Payroll database. Processes invoices for pre-employment, CDL, executive physicals, etc. Ensures new hire paperwork (i.e., medical forms, W-4 Forms, Loyalty Oath, etc.) is completed accurately. Verifies the accuracy of new hire forms and checks for signature authorization.

Mental: Provides information to employees and responds to questions regarding the City's Substance Abuse - Alcohol and Controlled Substance Testing Program with departments, divisions, and Substance Abuse and Mental Health Services Administration (SAMHSA) certified medical laboratories, in accordance with DOT regulations and procedures (including: pre-employment, random, post-accident, reasonable suspicion, return-to-duty, and follow-up alcohol and controlled substance testing of covered employees); administering the Citywide policy for this program; ensuring the City's compliance with DOT regulations; and preparing for audit reviews by state regulatory agencies. Participates in coordinating medical facility use for work fitness physicals, executive physicals, drug screenings, and related medical testing; CDL, new hire recordkeeping, document processing, and eligibility; and Public Safety Retirement Board meeting schedules with the City Clerk's Office for new Police Officer and Firefighter Recruits.

Assignment to FMLA

Communication: Provides information to employees/responds to questions regarding personnel transactions, the Family Medical Leave, and Donated Leave programs. Serves as a liaison between Personnel, Payroll, and the City Attorney's Office. Serves as a liaison for the Military Liaison Team. Works with Human Resource Analysts to appropriately place recruitment advertising with ad agency.

Manual/Physical: Serves as the Family Medical Leave Administrator which involves processing Family Medical Leave Requests (i.e., answers questions, handles routine problems, performs audits, processes paperwork, researches FMLA usage by employees, and maintains files). Operates a PC to processes personnel change forms and answers questions related to terminations, promotions, demotions, disciplinary actions, and requisitions. Runs monthly reports. Maintains position management information. Handles special projects such as: updating PeopleSoft information, running PeopleSoft queries, and related PeopleSoft functions, and serving as a member of Human Resources teams. Places recruitment advertising with agency and prepares Invoices for Payment (IFPs).

Mental: Researches and compiles statistics for reporting purposes. Administers the Donated Leave Program. Verifies the accuracy of Exceptional Performance Awards for review by the Human Resources Director. Acts as advertising coordinator, and is responsible for the placement, layout, and tracking of recruitment advertisements as well as processing invoices for advertising costs. Performs other research projects as necessary. Serves as back-up for the Human Resources Specialist II for new hire orientation and DOT random drug testing.

Knowledge and Abilities:

Knowledge of:

business English, spelling, and grammar;
modern office practices, procedures, and equipment;
standard maintenance procedures applicable to personnel and benefits records;
the methods and procedures applicable to various types of pre-employment testing;
public administration and governmental organization;
personnel transactions and their uses;
employee involvement programs;
PC software applications; and
the principles and practices of public personnel administration.

Ability to:

assist professional staff members with recruitments and special projects;
perform varied paraprofessional and clerical public contact and research work in support of assigned program area(s);
utilize various PC software programs to assemble, prepare, and generate monthly reports;
compose routine letters and other correspondence;
read and understand oral and written objectives;
perform the duties of other Human Resources Specialist II positions as needed;
perform work assignments independently; and
establish and maintain effective working relationships with management, other City employees, and the general 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: 43

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