

SENIOR HUMAN RESOURCES SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Senior Human Resources Specialist performs technical and skilled paraprofessional and administrative duties in administering and coordinating a variety of City programs in support of one or more Personnel program activities relating to the Human Resources Department's management and administration, including new hire processing, administration/coordination of the Department of Transportation (DOT) Pipeline & Hazardous Materials Safety Administration, and Federal Motor Carrier Administration (Commercial Driver's License [CDL] medical programs, and Substance Abuse & Controlled Substance Testing Programs), DUI Discipline Policy, random drug testing program, coordinating work fitness physical and mental exams for employees, etc. This class is responsible for supervising staff engaged in paraprofessional and administrative support work. Duties involve extensive research and public contact responsibilities in counseling and providing guidance to employees and supervisors with information regarding such things as: new hire processing, administration of the DUI Discipline Policy, random drug and alcohol testing, CDL medical qualifications/requirements and endorsement certifications, work fitness testing, and related activities. This class is also responsible for performing related duties as required.

Distinguishing Features: Work requires the application of general personnel knowledge and specific knowledge of regulations, policies, and procedures associated with assigned programs or duties. Decisions are normally made within established guidelines and procedures. This class differs from the Human Resources Specialist II class by its supervisory responsibilities and its greater responsibility for the success and results of assigned programs. It differs from the Human Resources Analyst class by having assignments of a less diverse nature, which do not require the broader knowledge of personnel administration principles and practices, or the greater use of independent judgment in making recommendations and decisions, which are associated with the Human Resources Analyst. The Senior Human Resources Specialist receives general supervision from the Human Resources Administrator who reviews work through meetings and an evaluation of overall results achieved. 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 Personnel, Business, Public Administration, or related fields. Considerable (3 - 5 years) responsible, paraprofessional Human Resources experience, including some (6 months - 1 year) supervisory experience. A Bachelor's Degree from an accredited college or university in the above mentioned fields may substitute for the required non-supervisory experience.

Special Requirement(s). None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Human Resources-related computer applications experience is preferred. A Bachelor's Degree from an accredited college or university in the fields mentioned above is preferred. Prior experience in assigned program area is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Oversees new hire processing and New Employee Orientation programs. Communicates with management, supervisors, City employees, Human Resources staff, outside agencies, and the general public to establish and maintain effective working relationships. As subject matter expert, communicates, interprets, and explains regulations, rules, and procedures related to administering and implementing Department of Transportation (DOT) Pipeline & Hazardous Materials Safety Administration, and Federal Motor Carrier Administration (Commercial Driver's License [CDL] medical programs and endorsement certifications, and Substance Abuse & Controlled Substance Testing Programs [random drug testing]), and the City's DUI Discipline Policy to management, supervisors, City employees, Human Resources staff, and outside agencies to comply with federal and state regulations, laws and procedures. Instructs and trains supervisors and employees in changes to federal and state regulations related to assigned areas. Instructs and trains subordinate staff in proper work procedures and methods. Prepares and assists in preparing written procedures, performance evaluations, Arizona Corporation Commission audit documents and reports related to assigned areas, specialized reports, memos, letters, and various other documents and correspondence. Communicates with management, supervisors, other City employees, subordinate level personnel, and the general public to establish and maintain effective working relationships. Instructs and trains subordinate level personnel in proper work procedures and methods. Updates Management Policies and Personnel Rules related to program areas. Prepares and assists in preparing written procedures, performance evaluations, specialized reports, memos, letters, and various other documents and correspondence.

Manual/Physical: Reviews the work activities of subordinate staff to ensure compliance with federal and state regulations, procedures related to assigned areas, and standard operating procedures. Enters data into a personal computer (PC) to compile and generate specialized reports. Operates standard office equipment. Meets scheduling and attendance requirements. When necessary, assists with new hire processing and New Employee Orientation.

Mental: Coordinates and administers the City's Substance Abuse - Alcohol, Controlled Substance Testing Program, and DUI Program with departments, divisions, and Substance Abuse and Mental Health Services Administration (SAMHSA) certified medical laboratories, in accordance with Department of Transportation (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); developing and maintaining the Citywide policy for this program; ensuring the City's compliance with DOT regulations; preparing for audit reviews by state regulatory agencies; preparing federal annual Management Information Systems (MIS) reports regarding this program. Coordinates medical facility use for physicals, drug screenings, and related medical testing; CDL, work-fitness physical and psychological exams, and executive physical exams; 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. Oversees New Employee Orientation program. Plans, organizes, prioritizes, directs, and evaluates the work activities of a Human Resources Specialist II position. May assist in organizing and scheduling selection examination times and dates, and may screen applications for entry-level classes. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings. Assists Human Resources Analysts and Human Resources Administrator with special projects, etc.

Knowledge and Abilities:

Knowledge of:

regulations and procedures for DOT Substance Abuse - Alcohol and Controlled Substance Testing, DUI program, Drug Free Workplace policy, CDL testing and endorsement certifications, executive physical exam program, and work fitness testing regulations and procedures;
Department of Economic Security (DES) Child Support Enforcement reporting responsibilities, and Human Resources Information Systems (i.e., PeopleSoft);
supervisory, training, and evaluation methods and practices;
public personnel administration and governmental organization;
office practices, procedures, and equipment;
standard maintenance procedures applicable to personnel-related records;
methods and procedures applicable to various types of pre-employment testing;
business English, spelling, and grammar; and
PC software applications.

Ability to:

effectively supervise a subordinate-level paraprofessional employee;
assist Human Resources Analysts with recruitments and special projects;
assist the Assistant Human Resources Director with special projects and assignments;
perform varied paraprofessional and clerical public contact and research work;
utilize various PC software programs to assemble, prepare, and generate appropriate monthly, semiannual, and annual reports;
compose routine letters and other correspondence;
read and understand verbal and written objectives;
perform the duties of a Human Resources Specialist II position on an as needed basis;
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.

Revised to Change Pay Range 4/12

LW/pjk

CS4106.DOC

EEO-Para

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-ADM

PAY STEPS-1-7

PAY RANGE: 45

SH-No

Security-No

CDL-No

IND-8810

SWORN-No