

## SENIOR HUMAN RESOURCES SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Senior Human Resources Specialist performs specialized professional duties of considerable difficulty in administering and coordinating a variety of Citywide Human Resources programs for the assigned Human Resources program area(s). This class is responsible for supervising staff engaged in paraprofessional and administrative support work, providing training to City supervisors, creating training materials to assist employees and supervisors, and reviewing and developing new processes and procedures. Duties involve extensive research and public contact responsibilities in counseling and providing guidance to employees, supervisors, and management with information regarding program area(s). This class is also responsible for performing related duties as required.

**Leave Management Assignment:** Responsibilities include managing/overseeing extended leave programs, such as Family Medical Leave Act (FMLA), Military Leave, Special Leave, Administrative Leave, Donated Leave, and Americans with Disabilities Act Amendment Act (ADAAA) as related to an extension of leave. This includes managing repayments for employees on leave; calculating Gap, deferred compensation, and retirement payments for Military members; updating timecards for employees on continuous leave, including completing historical corrections on employees' timecards; assisting staff with analyzing leave accruals to determine appropriate changes in timekeeping system to ensure employees receive their full entitlement; and performing, troubleshooting, and analyzing timekeeping system configurations, as it relates to leave administration and accruals.

**Personnel Assignment:** Responsibilities include managing/overseeing new hire processing; administration/coordination of the Department of Transportation's (DOT) Pipeline & Hazardous Materials Safety Administration (PHMSA), Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License (CDL) medical programs, Substance Abuse and Controlled Substance Testing programs, driving under the influence (DUI) Discipline Policy, random drug testing program, Arizona Department of Transportation (ADOT) driver's license verification process, and reasonable suspicion testing; and coordinating work fitness physical and mental exams for various employee groups (example: Police Department, DOT medical exams, and Executive Physicals).

**Distinguishing Features:** With considerable independence, this class requires the application of general personnel knowledge and specific knowledge of regulations, policies, and procedures associated with assigned programs or duties. 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. This class is supervised by a Human Resources Administrator or the Time and Labor Administrator who review work through meetings, reports, conferences, and overall results achieved. This class is FLSA exempt-administrative.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications 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 related fields. Considerable (3 - 5 years) responsible experience within the assigned area: DOT programs, certified CDL medical process, Substance Abuse and Controlled Substance Testing Programs, or related program management experience (*Personnel Assignment*) or Federal leave programs (*Leave Management Assignment*). Good (1 - 3 years) experience in a direct or acting supervisory or lead role is also required.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Human Resources related computer applications experience is preferred. A Bachelor's Degree from an accredited college or university in a related field is preferred. Working knowledge of Kronos Timekeeping system is highly desirable (*Leave Management Assignment*). Experience with data analytics, SQL, and advanced Excel experience to include pivot tables, v-lookup, creating formulas, etc., is preferred (*Leave Management Assignment*).

## ESSENTIAL FUNCTIONS

**Communication:** Instructs and trains supervisors and employees in topics related to assigned areas. Instructs and trains subordinate staff in proper work procedures and methods. Communicates with management, supervisors, City employees, Human Resources staff, outside agencies, and the general public to establish and maintain effective working relationships. Updates Management Policies and Personnel Rules related to program areas. Prepares and assists in preparing written documents, including procedures, training materials, specialized reports, memos, letters, and various other documents and correspondence, and performance evaluations for direct reports. As subject matter expert, communicates, interprets, and explains regulations, rules, and procedures related to administering and implementing DOT and CDL medical programs and endorsement certifications, random drug testing, and the City's DUI Discipline Policy to management, supervisors, employees, Human Resources staff, and outside agencies to comply with federal and state regulations, laws and procedures (*Personnel Assignment*). Communicates, interprets, and explains regulations, rules, and procedures related to administering and implementing FMLA leave, Military leave, Special leave, and Administrative leave to management, supervisors, employees, and Human Resources staff to comply with Federal and State regulations, laws, and procedures (*Leave Management Assignment*).

**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 (NEO) (*Personnel Assignment*). Creates, changes, and

***(Leave Management Assignment).***

**Mental:** Monitors legislation to ensure compliance with federal, state, county, and local laws and regulations for programs. Plans, organizes, prioritizes, directs, and evaluates the work activities of program staff. Learns job-related material through on-the-job training and in classroom settings. Comprehends, makes inferences from, and interprets written materials, including City and department policies, procedures, standards, correspondence, and computer software manuals. Assists Human Resources Administrator or Time and Labor Administrator with special projects, as needed. Researches and interprets federal and state laws, policies, and procedures to provide advice/assistance to Department Directors, supervisors, and employees.

***Leave Management Assignment:*** Prioritizes own work to complete assignments or projects. Uses knowledge of City Personnel Rules and FLSA regulations to answer leave questions, Human Resources Management (HRM) (donated and military leave) transaction review of Policies compliance and approval of transactions, and timekeeping system configurations. Validates data in both a test and production system environment. Converts queries into reports and reviews data for missing or incorrect information. Uses Access and Excel to analyze data and create statistical reports. Develops training and testing materials for City employees related to the Kronos timekeeping system. Assists Time and Labor management in the development of custom Kronos reports. Resolves procedural, operational, and other work-related issues by contacting appropriate personnel.

***Personnel Assignment:*** Analyzes, develops, and implements programs, policies, and procedures. Coordinates and administers the City's Substance Abuse - Alcohol, Controlled Substance Testing Program, and DUI Program with departments, 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) developing and maintaining the Citywide policy; ensuring the City's compliance with DOT regulations; preparing for audit reviews by state regulatory agencies; preparing Federal annual Management Information Systems (MIS) reports. Coordinates medical facility use for physicals, drug screenings, and related medical testing (example: CDL, work-fitness physical and psychological exams, and executive physical exams); new hire recordkeeping, document processing, and eligibility; and Public Safety Retirement Board agenda items with the City Clerk's Office for new Police Officer and Firefighter Recruits. Oversees the City's NEO program. Works with consultants and purchasing personnel to design Request for Proposal documents, evaluate proposals, and make recommendations to management for contract awards for fingerprinting, executive physicals, and lab services.

**Knowledge and Abilities:**

Knowledge of:

supervisory, training, and evaluation methods and practices;  
public personnel administration and governmental organization;  
office practices, procedures, and equipment;  
standard maintenance procedures and confidentiality requirements applicable to personnel or leave-related records;

Human Resources Information Systems (example: HRM Advantage);  
business English, spelling, and grammar; and  
PC software applications.

***Leave Management Assignment:***

regulations and procedures for federal leave programs;  
data analysis methods and techniques; and  
methods and policies as related to timekeeping/leave administration.

***Personnel Assignment:***

regulations and procedures for DOT Substance Abuse - Alcohol and Controlled Substance Testing, DUI program, Drug Free Workplace policy, CDL testing, endorsement certifications, executive physical exam program, and work fitness testing;  
Department of Economic Security (DES) Child Support Enforcement reporting responsibilities; and  
methods and procedures applicable to various types of pre-employment.

Ability to:

effectively manage technical Human Resources programs;  
supervise paraprofessional and administrative support staff;  
develop and conduct training for employees and supervisors regarding program areas of responsibility;  
perform varied professional work in program area;  
utilize various PC software programs to assemble, prepare, and generate appropriate reports;  
prioritize workload of self and program area;  
review and analyze information from reports;  
respond to City employees' and supervisors' questions with accurate information;  
compose 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 with limited supervision; 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 6/24 – Benchmarking

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 61-200

PAY RANGE: 51

IND-8810

SWORN-No