

## 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, including new hire processing, administration/coordination of the Department of Transportation's (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, ADOT driver's license verification process, reasonable suspicion testing, and coordinating work fitness physical and mental exams for various employee groups (Police Department, DOT medical exams, and Executive Physicals). 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, supervisors, and management 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:** 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. An employee in this classification exercises considerable initiative with latitude for independent judgment. Decisions are generally 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. This class is supervised by the Human Resources Administrator who reviews 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, Public Administration, or related fields. Considerable (3 - 5 years) responsible experience with DOT programs, certified CDL medical process, Substance Abuse & Controlled Substance Testing Programs or related program management experience. Good (1 - 3 years) experience in a direct or acting supervisory or management 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 the fields mentioned above is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** 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 topics related to Drug & Alcohol Free Workplace, DOT, background compliance and 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, 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 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:** 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 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. 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. Monitors legislation to ensure compliance with federal, state, county and local laws and regulations. Plans, organizes, prioritizes, directs, and evaluates the work activities of staff. Comprehends and makes inferences from written material. Learns job-related material through on-the-

job training and in classroom settings. Assists Human Resources Administrator with special projects, etc., as needed.

**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., HRM Advantage);  
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 paraprofessional and administrative support staff;  
develop and conduct training for employees and supervisors regarding program areas of responsibility (i.e., drug and alcohol free workplace, DOT, background check compliance, etc);  
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 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.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 62-200

PAY RANGE: 47

IND-8810

SWORN-No