

## 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 new hire I-9 processing and maintenance; background clearance/special requirements processing; invoicing; learning and development class registration; inputting and maintaining computerized databases, interfaces, and Sharepoint; 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 human resources administration principles and practices. This class is FLSA nonexempt.

### 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 high school or GED. Considerable (3 - 5 years) responsible clerical experience, including some (6 months - 1 year) human resources clerical or paraprofessional-level experience.

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** 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) (examples: recruitment, classification, new hire processing, background investigation, training, 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 human resources related progress and/or statistical reports. Prepares written reports, articles, memos, and various other documents and correspondence.

**Manual/Physical:** 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 human resources related documents. Maintains human resources related records. Processes and ensures the accurate and timely distribution of human resources related paperwork, records, and other documents. Meets scheduling and attendance requirements.

**Mental:** Assists professional staff members with special projects and/or recruitments. Interprets personnel rules and/or human resources 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 human resources 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.

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 rules and/or human resources 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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TC/lv

CS3746.DOCX

EEO-Para

JOB FCTN-ADM

Non-DOT Safety and Security- N

CDL- N

RESP- N

PAY GRADE: 46

IND-8810

SWORN-No

Non-DOT Random- N

DOT- N

INCREMENTS 71-200