

## 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: new employee onboarding and orientation, employee and contractor background check verifications, Citywide pre-employment requirements, Citywide non-DOT reasonable suspicions, Citywide policies, Citywide personnel transactions, FMLA and extended leave processing, 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, pay and classification changes, DUI discipline policy, FMLA, USERRA, ADAAA, 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

**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 in Human Resources, Business Administration, Public Administration, or a related field. Good (1 - 3 years) paraprofessional-level Human Resources experience.

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** 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, procedures, 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 personal computer (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 New Employee Onboarding and Orientation, Background Check Verifications, Pre-employment Verifications, Non-DOT Reasonable Suspicions, DUI Discipline Policy, etc.*

**Communication:** Contacts hiring supervisors regarding appropriate new hire approvals. Contacts applicants to initiate and assist in the pre-employment process (examples: 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 Human Resources Management (HRM) system. Processes invoices for pre-employment, CDL, executive physicals, etc. Ensures new hire paperwork (examples: 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 non-DOT regulations and procedures (including: pre-employment, post-accident, reasonable suspicion, return-to-duty, and follow-up alcohol and controlled substance testing of covered employees); and administering the Citywide policy for this program. 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 Leave Administration***

**Communication:** Provides information to employees/responds to questions regarding the Family Medical Leave Act, Military Leave, Special Leave, ADAAA Leave, Craig Tiger Act, and Donated Leave programs. Serves as a liaison between management, Personnel, Payroll, and the City Attorney's Office.

**Manual/Physical:** Serves as a Leave Specialist which involves processing Family Medical Leave Requests (example: answers questions; handles routine problems; performs audits; processes eligibility, certifications, and designation notices; researches FMLA usage by employees; and maintains files). Manages employee timecards, completes historical timecard corrections, and processes repayment for employees on leave. Calculates GAP, deferred compensation, and retirement payment for military members. Runs monthly reports. Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements.

**Mental:** Researches and compiles statistics for reporting purposes. Administers the Donated Leave Program. Ensures employees are aware of their responsibilities and of any documentation and notice requirements to qualify and take leave. Advises managers and employees on the interaction of leave laws with paid time off, workers compensation, and short-term disability. Oversees the return-to-work process for employees returning from extended leave. Preserves confidentiality of employee medical documentation files. Maintains knowledge of all applicable leave and accommodation laws, including the FMLA, ADAAA, and state and local laws.

**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 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 10/23

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INCREMENTS 43-200

PAY GRADE: 47

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