



Human Resources Specialist

Summary

Perform a variety of skilled generalist work tasks and activities related to human resources functions including recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, employee and labor relations, benefits administration, workers' compensation, and workplace safety.

Class Characteristics

General supervision is provided by the Human Resources Manager; responsibilities may include the indirect supervision of support staff.

There are two positions in this classification. One classification performs duties primarily in benefits administration and workers' compensation. The other classification performs duties primarily in recruitment, selection, and employee relations. Duties will vary based upon designated area of responsibility.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Oversee and coordinate the daily work activity of the City's workers' compensation program.

Process and prepare specialized forms and documents including the State of California workers' compensation claim and report forms. Track and monitor employee leave of absence, lost time, transitional light duty, and return to work.

Work with city employees, department managers, and workers' compensation claims adjuster on the status of an injured employee.

Communicate updates and changes in status to all interested parties. Gather and organize information and maintain employees' workers' compensation files.

Plan and conduct recruitment and examining activities; develop job announcements; write and place job advertisements; schedule examination process; screen applications; notify applicants as to his/her status and the timing of the selection process; contact potential raters for oral boards and coordinates scheduling of oral boards; work with departments on the recruitment and examination process; administer written and performance examinations and monitor oral board examinations; verify examination results; coordinate and monitor certification, selection, medical examinations, and start dates.

Review eligibility lists and extend them as appropriate.

Maintain Cal OSHA logs and post annually.

Provide staff support to city's safety committee. Prepare agenda safety meetings, meeting notes, and coordinate meeting times and events.

Assist and coordinate the city's Injury and Illness Prevention Program along with safety training programs.

Serve as a liaison between employees and benefit providers.

Process employment separations including CalPERS service and disability retirements.

Prepare required employee notices such as COBRA and FMLA.

Provide and coordinate enrollment sessions for health benefits and other benefit programs.

Oversee and coordinate the city's administration of the federal and state mandated leaves.

Provide technical assistance and information to city employees, supervisors, and managers in a variety of areas related to human resources administration.

Respond to questions and requests for assistance and information from applicants, candidates, employers, and the general public.

Examine documents, records, and forms for accuracy, completeness, and conformance with applicable rules and regulations.

Review and interpret policies, procedures, city Rules and Regulations, MOU's, and other documents.

Coordinate and administer the city's Bilingual Pay Program.

Prepare and process agenda items for City Council approval.

Prepare and process professional service agreements.

Proofread and check documents for accuracy, completeness, compliance with policies, and procedures, including correct English usage, grammar, punctuation, and spelling.

Enter, retrieve, and prepare data from various computer programs.

Prepare correspondence and reports.

Create, modify, and revise forms.

Gather information on classification studies to determine the appropriate duties, responsibilities, qualifications, and other requirements are specified.

Prepare and/or update class specifications.

Conduct a variety of research, studies, and surveys, in support of human resources programs.

Oversee and coordinate the city's performance evaluation appraisal system; provide training to supervisors; keep the program updated and current.

Prepare survey data for the negotiation process.

Conduct employee employment orientations and exit interviews.

Assist in the preparation and monitoring of the department's budget.

Assist in determining annual training needs; coordinate workshops, design schedule, and organize resources.

Perform related duties as assigned.

Skills/Abilities:

Accurately process employee records and employment transactions.

Oversee computer database information including HRIS and employee performance software.

Organize work, set priorities, meet deadlines, and follow up on assignments.

Organize and maintain files, records, reports, and data.

Understand and explain human resources policies and procedures.

Initiate work activity and use independent judgment.

Work well under pressure and with competing demands.

Continuously improve upon work procedures, practices, and methods.

Identify potential personnel issues, formulate and recommend conclusions and solutions.

Proof documents for accuracy and completeness.

Type accurately at a rate that will result in a timely work product.

Learn, use, and apply new software applications to work activities.

Understand and work basic mathematical concepts.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate

Qualifications

Knowledge of:

Principles and practices of public administration.

Human resources policies, rules, and regulations; laws, rules, and regulations affecting human resource administration and employment procedures.

Procedures and issues involved in administering benefit programs including workers' compensation, public retirement, health, dental, vision, deferred compensation, flexible spending accounts and other benefit programs.

Workers' Compensation regulatory guidelines and CalOSHA regulations; federal and state laws related to mandated leaves (COBRA, FMLA) and disability leaves and issues.

Education and Experience

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree in public and business administration, human resources, or a related field.

Experience:

Three years of progressively responsible, journey-level public sector human resources experience. Experience in public sector recruitment, selection, benefits administration or workers' compensation is highly desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Must be willing to work outside normal working hours when necessary.

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Department: Administrative Services

FLSA Status: Non-exempt