

## **HUMAN RESOURCES SPECIALIST**

### **DEFINITION**

Under the direction of the Human Resources Supervisor, performs a variety of support duties for the Human Resources functional areas: recruitment, training, employee relations, and payroll.

### **TASKS**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- \* Aids in recruitment by maintaining and updating advertisements for open positions within the City.
- \* Processes hire requisitions and maintains applicant tracking.
- \* Assists with employee on boarding.
- \* Maintains HR purchase orders and submits invoices for payment.
- \* Assists with coordinating employee events and employee relations programs.
- \* Provides general payroll and benefit information to employees.
- \* Maintains Human Resources Information System (HRIS), ensuring data accuracy; records and compiles reports from database as needed.
- \* Serves as a backup to the Payroll Specialist; processes payroll when needed.
- \* Assists HR Supervisor with tracking and administering organizational training.
- \* Assists with HR audits.
- \* Other duties as assigned.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

- \* Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- \* Ability and willingness to maintain strict confidentiality.
- \* Knowledge of office and records management and workflow principles and procedures.
- \* Knowledge of personal computer hardware and software.
- \* Knowledge of Human Resources practices and procedures.
- \* Knowledge and ability to work with standard office equipment.
- \* Skill in administering payroll, accounting and/or human resources functions.
- \* Skill in oral and written communication.
- \* Skill in establishing and maintaining effective working relationships.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. May be exposed to repetitive motion and vision to monitor.

### **QUALIFICATIONS**

Bachelor's degree in Human Resources or related business field preferred; minimum high school diploma or equivalent AND three (3) years' experience in office management/administration, **OR** an equivalent combination of education and experience.