

## **CITY OF DURANT JOB DESCRIPTION**

Title: **Human Resources Specialist** FLSA Status: Non-exempt  
Department: Administration Pay Grade: 7  
Reports To: Human Resources Manager

---

### **POSITION SUMMARY**

Under the direction of the Human Resources Manager, performs a variety of support duties for the Human Resources functional areas: recruitment, training, employee relations, worker's compensation, and payroll.

### **ESSENTIAL FUNCTIONS**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Provides confidential administrative and management support services to the Human Resources Manager.
2. Maintains postings and advertisements for open positions within the City.
3. Coordinates and schedules interviews for job candidates; assists with employee onboarding.
4. Processes hire requisitions and maintains applicant tracking.
5. Maintains HR purchase orders and submits invoices for payment.
6. Coordinates employee events and employee relations programs.
7. Provides payroll and benefit assistance and information to employees.
8. Maintains Human Resources Information System (HRIS), ensuring data accuracy; records and compiles reports from database as needed.
9. Serves as backup to the Payroll/Benefits Specialist; processes payroll when needed.
10. Assists HR Manager with tracking and administering organizational training.
11. Conducts and assists with Human Resources audits.
12. Prepares and coordinates written communication.
13. Performs general accounting procedures. Reconciles health, dental, disability, life, flexible spending, contributions to retiree plans, and collaborates on benefit issues with HR.
14. Assists, reviews, and works with Human Resources Manager on employee benefits enrollment, pay type, benefit, deduction and accrual set up, union changes, and terminations.
15. Assists with benefits administration and open enrollment for health insurance.
16. Coordinates and prepare agendas and supporting documentation for the committee and other meetings as assigned. Take meeting minutes as assigned.
17. Makes recommendations regarding the analysis and review of policies, procedures, and workflow.
18. Communicates policy and procedure interpretations for City personnel and the general public.
19. Assists with policy research and analysis of City programs and services and other organizational policy issues.
20. Participates in policy creation, review, and development. Ensure proper guidelines and formats are utilized and maintain database for tracking development.

21. Maintains inventory of office supplies and oversee maintenance and service needs of office equipment.
22. File worker's compensation claims for work related injuries to staff. Works with assigned adjusters and staff to ensure claims are handled properly and efficiently.
23. Work with Department Heads to coordinate early return to work options for injured staff.
24. Other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of administrative policies and procedures of the City.
2. Ability to establish and maintain accurate records of assigned activities and operations.
3. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
4. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
5. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
6. Ability to think quickly, maintain self-control, and adapt to stressful situations.
7. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
8. Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
11. Skill in researching and understanding complex written materials.
12. Ability to prepare and maintain accurate and concise records and reports.
13. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
14. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
15. Ability to handle sensitive interpersonal situations calmly and tactfully.
16. Ability to maintain professionalism at all times.
17. Ability to maintain effective working relationships with individuals within and outside the organization.
18. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of the open records act and other applicable State and Federal statutes and regulations.
19. Ability to work the allocated hours of the position and respond after hours as needed.

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

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel

and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.

- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting (e.g. business office, light traffic).

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Associate degree in an administrative or management field with a minimum of four (4) years increasingly responsible administrative or management experience.

#### **PREFERRED QUALIFICATIONS**

#### **OTHER REQUIREMENTS**

- Experience in a government setting preferred.
- Previous experience in human resources preferred.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*