

HUMAN RESOURCES SPECIALIST

DEFINITION

Under general supervision, performs a variety of responsible and technical human resources work in support of the District's human resource management programs and initiatives; areas of responsibility include, but are not limited to recruitment, benefits administration, leaves of absence administration, payroll, HRIS system maintenance, classification review, and compensation studies; provides technical staff assistance to the Human Resources Director; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing a variety of duties in support of the District's human resource management programs and initiatives. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Assists in administering job-related recruitment and selection procedures, including but not limited to completing personnel requisitions, creating job postings, reviewing applications, scheduling and directing interviews, and conducting background checks; negotiates job offers; ensures that assigned phases of recruitment and selection comply with applicable federal, state, and local laws, regulations, and guidelines.
- Conducts new employee orientation sessions; processes benefit enrollment and forms; explains District human resources policies and procedures; provides information on benefit plans and enrollment requirements.
- Oversees timecard administration, including the review, revision, and audit of bi-weekly timecards in advance of payroll administration process; audits payroll, makes adjustments, and resolves complex issues; creates payroll reports for projected and retroactive personnel action changes; trains employees and supervisory staff on proper time entry procedures.
- Solicits and maintains services for the District's benefit programs; coordinates annual benefit fair and open enrollment activities; processes annual and life event benefit changes.
- Administers and tracks activities related to Family Medical Leave Act (FMLA) and other leaves of absence; provides information and guidance to employees and management on leave policies and procedures.
- Monitors, evaluates, and updates the employee performance evaluation system to ensure consistency in program implementation.
- Provides customer service to employees, applicants, retirees, vendors, and the general public; answers a variety of questions regarding human resources procedures, policies, and

regulations.

- Responds to employment verification, salary and benefit surveys, and other requests for information.
- Assists in conducting basic investigations into employee complaints and related issues.
- Assists with administration and implementation of human resources training and development programs; conducts training as assigned.
- Performs review and analysis of authorized positions, including position audits, classification and compensation analysis, and essential functions review and analysis.
- Issues, validates, and updates identification/security badges for regular employees, temporary employees, and contractors.
- Maintains personnel files and processes a variety of employee records.
- Utilizes District's human resources system to process a variety of information, including employee evaluations and payroll changes; participates in administering and maintaining the District's Human Resources Information systems and payroll system interface.
- Assists the Human Resources Director by providing the full range of administrative support activities for human resources functions as necessary; composes correspondence; prepares a variety of reports including technical reports and status reports; maintains legally mandated employment postings and notices.
- Assists with other departmental operations and special projects as assigned; provides back-up support to District department staff.
- Reads, understands, and complies with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to immediate supervisor.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles, practices, and techniques of public, human resources administration, including recruitment, testing and selection, classification and job analysis, compensation and benefits analysis, and administration, training, and work direction.
- Maintains and processes a variety of records and files.
- Utilizes District's human resources system to process a variety of information.
- Basic labor relations principles and practices.
- Research methods and data analysis techniques.
- Merit salary increase principles and systems.
- Principles of providing functional direction and training.
- District and mandated safety rules, regulations, and protocols.
- Principles and procedures of records management and records retention systems.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform diverse recruitment, benefits, and payroll administration tasks and ensure compliance with mandated regulations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Conduct basic research, analyze problems, evaluate alternatives, and make recommendations.
- Set up and maintain a variety of files and records including accurate and complete employee records.
- Analyze jobs and salaries and prepare recommendations.
- Prepare correspondence and memoranda.
- Make mathematical computations rapidly and accurately.
- Effectively represent the District to employees and outside individuals and agencies.
- Provide lead direction and training.
- Maintain confidentiality of sensitive personal information of employees, former employers, and other matters affecting District employee relations.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent an associate's degree from an accredited college with major coursework in human resources management, business administration, or related field.

Experience:

- Three (3) years of increasingly responsible administrative support experience supporting a variety of human resources programs and services.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; frequent interaction with Authority staff and the general public.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.