



SPECIALIST I-HUMAN RESOURCES

DEFINITION:

Under the supervision of the Director-Human Resources, performs a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel; serves as a technical resource to employees regarding personnel functions, activities, laws, codes, rules, regulations, policies and procedures.

DISTINGUISHING CHARACTERISTICS:

The Specialist I classification performs a variety of specialized duties in position control and the recruitment, screening, selection, classification and processing of new personnel. The Specialist II classification performs a variety of complex human resource functions in position control, staffing allocations, recruitment, classification and compensation of classified and certificated employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel; assure related activities comply with established laws, codes, rules, regulations, policies and procedures; resolve a variety of personnel-related issues and concerns.
- Serve as a technical resource to employees regarding personnel functions, activities and requirements; respond to inquiries, resolve issues and conflicts and provide technical and detailed information concerning related laws, codes, rules, regulations, practices, policies and procedures.
- Process new personnel; prepare and explain employee paperwork, fingerprinting procedures and physical requirements; distribute, collect and process various forms and applications; arrange and follow-up for clearance on fingerprints, physicals, examinations and other employment matters.
- Establish and maintain a variety of personnel files and records according to established policies and procedures; process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations and other employee information.
- Input a variety of employee information into an assigned computer system; maintain automated employee files and records; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.
- Assist in the development, implementation and evaluation of human resources policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet departmental needs; research a variety of personnel information and requirements as needed.
- Prepare and distribute a variety of announcements for job openings and other recruitment information; establish recruitment timelines; review applications for minimum qualifications and completeness; verify eligibility and background information of applicants.
- Conduct orientations and provide information to new employees regarding vacation days, sick days, benefits and organizational rules and regulations; prepare and distribute correspondence and informational materials as directed.
- Participate in interview panels to determine eligibility of candidates as assigned; notify applicants of interview and examination information and results.
- Monitor employee status concerning salary increases and probationary periods; notify payroll of salary, longevity and professional growth increases.
- Conduct classification studies and salary surveys as required; prepare and maintain detailed job descriptions for assigned classified and certificated positions as assigned; update job descriptions in response to changes in job duties, qualifications and requirements.
- Research, compile and provide a variety of information for reports, special projects, salary negotiations, interviews, Board meetings, employee orientations and other personnel-related functions.
- Prepare and maintain a variety of records, reports and files related to recruitment, advertisements and assigned activities; maintain eligibility lists as required; prepare and place recruitment and other informational materials on the internet and various other media as required.

- Composes a variety of correspondence including forms, letters, memoranda and other materials; duplicates and distributes materials and forms; reviews written materials for accuracy and completeness.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Communicate with personnel and a variety of outside agencies to exchange information and resolve issues or concerns.
- Attend and participate in various meetings as assigned; prepare personnel commission agenda materials and packets as required.

QUALIFICATIONS GUIDE**Knowledge of:**

- Human resources office functions, practices and procedures.
- Practices and procedures related to classified personnel.
- Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of new personnel.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Common occupations and their requirements.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Organizational operations, policies and objectives.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty

Ability to:

- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel.
- Serve as a technical resource to employees regarding personnel functions, activities and requirements.
- Establish and maintain manual and automated employee records and files.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compile and verify data and prepare reports.
- Prepare announcements for job openings and place advertisements.
- Distribute, screen and process employment applications and other personnel-related documents.
- Process new personnel and conduct employee orientations as assigned.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Meet schedules and timelines.
- Type or input at an acceptable rate of speed.
- Complete work with many interruptions.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources or related field and three years increasingly responsible clerical experience including frequent public contact and work with human resources functions involving the recruitment, screening and processing of new employees.

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing or pulling objects up to 10 pounds.

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here 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. The noise level in the work environment is usually moderate.

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