

CITY OF IRWINDALE

HUMAN RESOURCES SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, performs a variety of professional and technical work in support of human resources functions in the areas of recruitment and selection, employee training and development, benefits administration, classification and compensation, employee relations, and risk management including worker's compensation and general liability.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of professional and technical work in support of the Human Resources Department.
2. Plans and coordinates recruitments; prepares job flyers and announcements and places ads; processes employment applications, prepares interview packets, schedules interviews, and arranges, proctors, and scores exams.
3. Conducts employee orientations; prepares documents, conducts benefits orientation, explains policies and procedures, and enrolls new employees in applicable systems.
4. Administers employee leave program; sends notices for extended leaves, tracks hours used, and assists employees with related insurance claims.
5. Assists employees with retirement matters; explains retirement benefits and options, retiree medical contributions, and social security and Medicare programs.
6. Participates in the employee exit process; prepares exit documents, conducts exit interviews; updates payroll and CalPERS systems.
7. Coordinates employee trainings; organizes trainings, arranges schedules, registers employees, prepares handouts, and communicates with trainers.
8. Assists with various risk management services and activities; assists with processing workers' compensation and general liability claims to third party administrator; files workers' compensation and general liability information.
9. Manages the City's summer youth work program; prepares application packets, communicates with departments to determine open placements, coordinates interviews, and conducts orientation.
10. Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; creates and maintains computer based tracking information and reports including assigned databases, records, and lists; creates standard statistical spreadsheets; inputs corrections and updates; verifies data for accuracy and completeness.
11. Assists the Human Resources/Risk Manager in researching and assembling information for classification and compensation purposes; assists in the maintenance of classification and compensation plans.
12. Assists in assembling and preparing the annual budget for area of assignment; monitors expenditures against budget; prepares purchase requisitions and requests for payment.

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Human Resources Specialist (Continued)

13. Serves as a resource and provides information to the public, other agencies, and City staff requiring the use of judgment and the interpretation of a variety of policies, rules and regulations.
14. Assists with the development of department policies and procedures.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of human resources administration including recruitment, selection, compensation, training, benefit administration, and risk management.

Basic functions and structure of a municipal organization.

Basic principles and practices of budget preparation and administration.

Basic principles and practices of fiscal, statistical, and administrative research and report preparation.

Methods and techniques for business letter writing and basic report preparation and writing.

Methods and techniques for record keeping and filing.

Modern office procedures, methods and equipment including computers and applicable computer applications.

Pertinent federal, state, and local laws, codes, and ordinances.

English usage, spelling, grammar, and punctuation.

Ability to:

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Participate in researching, compiling, analyzing, and interpreting data.

Participate in the preparation of a variety of administrative and financial reports.

Research files and prepare statistical reports and analyses.

Establish and maintain a variety of specialized files and records.

Learn and effectively utilize various software applications.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

An Associate's degree with major course work in public administration, business administration, or a related field is desirable.

Experience:

Two years of progressively responsible human resources experience, preferably in a municipal setting.

License or Certificate:

Possession of an appropriate, valid driver's license.

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 these essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.