

HUMAN RESOURCE SPECIALISTS

DEFINITION

Under general supervision, performs a variety of complex technical, clerical and administrative activities in assigned areas, such as recruitment and selection, employee insurance and benefit programs, human resources information system functions, and employee relations; prepares, processes and maintains confidential employee records and data; ensures that the District is in compliance with current laws and regulations related to human resources, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a paraprofessional classification responsible for performing a full range of duties and responsibilities with minimal supervision and instruction and a high degree of confidentiality. As a “confidential employee”, this position would be in the Management, Supervisory and Confidential Employees Unit. Incumbents are required to attain knowledge of District policies and procedures, possess good problem solving and organizational skills and the ability to exercise sound judgment within established guidelines. Position acts as part of the safety unit and works with Operations safety unit personnel.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

Supervised by:	Director of Finance & Business Services
Lead direction over:	None
MOU :	Management, Supervisory & Confidential; non-exempt

ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):

Performs complex technical, clerical, and administrative duties in support of the District’s human resources program in areas such as recruitment and selection, employee insurance and benefits, workers’ compensation and safety, payroll and personnel action processing.

Maintains various record keeping systems and prepares technical reports; independently completes special projects and assignments of a technical nature.

Serves as a resource and provides information to the public, other agencies and District staff; interprets a variety of policies, rules and regulations.

Assists in researching and assembling information for classification and compensation studies; conducts and responds to salary and benefit surveys.

Performs a variety of general office support duties; composes, types and proofreads letters and other documents; maintains automated and manual files and records; answers telephone and in-person inquiries; prepares periodic and special reports; provides back-up Customer Service Representative and Accounting Clerk support as needed.

May assist in the planning and coordination of the District-wide employee training program.

Assists in the planning and coordination of the District's recruitment and selection processes; consults with department personnel to develop recruitment strategies and selection procedures for more routine recruitments; prepares job announcements and advertisements; coordinates testing processes.

Coordinates the dispersal of information to applicants regarding job openings, the application process, acts as primary administrator of the applicant tracking system.

Monitors advertising costs and other recruitment related expenses; establishes purchase orders as needed and submits invoices for payment.

Responds to unemployment claims in a timely and accurate manner; ensures that claims are processed for payment within deadlines.

Provides information on employee benefits to employees; initiates and distributes COBRA notices, maintains related documentation; updates and maintains confidential employee records and files.

Provides information on PERS retirement and health benefits to employees.

Consults with benefit plan administrators regarding program and on-going administration issues; audits, reconciles and approves invoices for payment; researches, analyzes and interprets payroll data regarding benefit enrollments.

Assists with administering workers' compensation plans; processes workers' compensation claims, verifies claim information with District staff, and files claims with the third-party administrator.

Verifies payroll action documents related to various employee status changes for accuracy and compliance with applicable policies and procedures and inputs data into the automated human resources system.

Coordinates new employee paperwork; processes and schedules new employee orientation and coordinates the assembly of orientation materials.

Provides other related duties as required.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of human resources administration, such as recruitment, workers' compensation, HRIS and insurance and benefit administration;
- Laws, rules and ordinances controlling District financial functions and operations; including some familiarity with Government Accounting Standards Board standards, practices and policies, rules and regulatory reporting requirements and some knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to public sector financial management.
- Use of Microsoft Office programs such as Word, and Excel, Outlook and data base software at an intermediate to advanced level;
- Principles and techniques of customer service, work coordination and training;
- Basic business principles and practices including planning, organizing, assigning and reviewing work and employee training;
- Principles and practices of written communication, English grammar, punctuation and writing.

ABILITY TO:

- Assist , plan, coordinate and perform professional human resources work related to the maintenance and development of District procedures;
- Perform technical computations, review and analyze data in order to maintain accurate records;
- Read, interpret and apply policies and procedures;
- Ability to communicate effectively both orally and in writing;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary computer and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.
- Ability to drive or fly to attend job related training and seminars.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to graduation from high school. A degree or some college in a related field preferred.

EXPERIENCE:

Two or more years' of increasingly responsible human resources experience.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.