	POLICY - ADMIN 100 (2.1.53) **JOB DESCRIPTION** ***Human Resources Specialist***		
Approved By:		**Original Job Description Date:** 01/04/2024	**Revision Date:** 10/01/2026
Supersedes:	10/15/2024 05/24/2024 01/04/2024 Admin 124.1 (2.1.53) *Human Resources Specialist*	**See Also:**	

SUMMARY

This is a full-time, FLSA non-exempt, represented, non-supervisory position reporting to the Director of Human Resources (HR). Under minimal supervision, the HR Specialist position performs a wide variety of confidential human resources, administrative, and employee support functions in support of the Department's Human Resources Division. Individuals assigned to this position are expected to demonstrate professionalism, sound judgement, attention to detail, accuracy, confidentiality, strong organizational skills, and the ability to manage competing priorities while meeting deadlines. The HR Specialist exercises independent judgment within established policies and procedures, maintains sensitive information with discretion, develops effective working relationships throughout the Department, and provides exceptional customer service to employees and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended to describe the general nature and level of work performed. Additional duties may be assigned when they are reasonably related to the purpose, level, and scope of this position and classification. The essential duties and responsibilities include the following:

- Provide HR administrative support: arrange and attend meetings, coordinate schedules, and prepare confidential correspondence, comprehensive reports, surveys, and memorandums.
- Compile, analyze, and summarize human resources data and prepare reports and recommendations as requested.
- Assist in recruitment, selection, onboarding, and promotional processes.
- Provide administrative and procedural support for employee-relations matters and workplace investigations as assigned within the scope of the position and as appropriate.
- Maintain confidential paper and electronic personnel records in accordance with applicable laws, records retention requirements, and Department policy.
- Monitor assigned projects and communicate issues, risks, or deadlines to the Senior HR Specialist or Director of HR to facilitate timely resolution.
- Apply Department policies, collective bargaining agreements, procedures, and applicable employment laws within the scope of the position.
- Assist in maintaining job descriptions, salary records, organizational charts, and other HR-related documentation.
- Assist with identifying, collecting, reviewing, and organizing HR records in coordination with the Department's designated public records personnel.
- Perform other related administrative duties, support functions, and special projects assigned by the Director of HR within the scope of the position.

Performance Management

- Assist in the day-to-day administration of the Department's performance management program.
- Coordinate evaluation schedules, maintain performance records, and monitor compliance with established timelines.
- Provide supervisors with administrative and procedural support for performance-management processes, including evaluation schedules, goal documentation, and approved performance-improvement processes.
- Assist in the tracking and timely removal of disciplinary actions from personnel files consistent with applicable collective bargaining agreements, Department policy, and approved records-retention requirements.

Employee Training and Development

- Assist with the development, scheduling, and delivery of employee training programs related to human resources, workplace conduct, harassment prevention, and other compliance topics.

Diversity, Equity, and Inclusion (DEI) Support

Under the direction of the Lead HR Specialist and the Director of HR:

- Assist in coordinating diversity, equity, and inclusion programs, educational opportunities, and employee engagement initiatives.
- Compile and analyze internal and external DEI-related data and prepare reports.
- Assist in planning, facilitating, and documenting DEI Committee meetings.
- Maintain awareness of emerging DEI best practices and employment trends.
- Recommend process improvements to enhance Department DEI initiatives.

Benefits Administration

- Assist in administering employee leave programs, including FMLA, PFML, workers' compensation, disability leave, and other protected leave programs.
- Assist with employee leave calculations, benefit coordination, required notices, and communication with employees and outside agencies.

External and Internal Communications Support

- Maintain and update Human Resources information on the Department's portal and other communication platforms.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and satisfactorily. Reasonable accommodations may be offered to qualified individuals with disabilities to help perform the essential functions of the position, in accordance with applicable law. Individuals must satisfactorily complete a comprehensive background check. The requirements listed in this job description are representative of the knowledge, skills, and/or abilities required. The employee will strive at all times to excel in the following competencies necessary to accomplish the core and division duties listed:

Knowledge

Must be proficient in:

- Handling confidential, difficult or sensitive issues.
- Modern office systems and technology, including personal computers and related software used by the Department.

- Advanced principles and procedures of record keeping and filing, to include both hard copy and electronic versions.
- Customer service and team building techniques.
- Basic mathematical computations, accounting and record keeping.
- Creative and innovative techniques for performing assignments.
- Ability to develop a working knowledge of the Department's organizational structure and functions within three months of employment.

Skills and Abilities

Must demonstrate the following skills and abilities:

- Ability to read, write, speak, and communicate effectively in English including business letter writing, emails, and report preparation.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and personnel matters. Ability to effectively handle confidential, difficult, and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture, climate and/or environment.
- Excellent interpersonal skills including the ability to build and maintain effective team relationships with employees, public officials and the public. Consistently respect the individual values of all Department employees and members of the community. Effectively communicate, build rapport, and relate well with diverse populations.
- Ability to anticipate, analyze, , and resolve problems effectively.
- Ability to communicate clearly and concisely, both verbally and in writing, such as business letter writing, email communications and report preparation.
- Excellent organizational, time management, and problem-solving skills.
- Ability to accurately type 50 words per minute, or at an acceptable level of proficiency as required by the position.
- Ability to remain professional and effective while managing competing priorities, challenging interactions, and time-sensitive assignments.
- Ability to emphasize the concept of customer service in all aspects of interacting with the community by providing professional, responsive, and equitable service consistent with Department policies and available resources.

Personal Attributes

Must demonstrate the following personal attributes:

- Professional, respectful, trustworthy, and culturally aware.
- Flexible, dependable, and service-oriented.
- Friendly, approachable, and collaborative.
- Demonstrates integrity, sound judgement and a strong work ethic.

Education and/or Experience

- A High School Diploma or General Education Degree (GED) and, progressively responsible administrative experience involving confidential records, employee support, human resources, or a related field.
- A two-year degree in a human resources or business-related field is preferred.
- Any equivalent combination of education, training, and experience that demonstrates the required competencies may be considered.

Desired Qualifications

- SHRM-CP, SHRM-SCP, PHR or SPHR certification.
- Experience in a public service agency.

Physical Demands

- Primarily sedentary office work with occasional standing, walking, bending, and lifting up to 25
- pounds.
- Work is performed on-site in a shared office environment.
- Employees of emergency response organizations may be required, during an officially declared emergency or disaster, to report to work and perform temporary emergency support duties consistent with their training, qualifications, safety requirements, and applicable collective bargaining agreements.

The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. 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.