

## **Human Resources Specialist**

### **Purpose Statement**

The job of Human Resources Specialist is done for the purpose/s of planning, organizing and conducting professional technical functions related to recruitment, selection, position evaluation and classification, compensation, labor relations, benefits, training, performance management, workforce analysis and planning, position control and personnel transactions, employment record management and reporting; and ensuring compliance with all applicable regulatory requirements.

This job is distinguished from similar jobs by the following characteristics: the Human Resources Specialist may supervise and evaluate a team of Human Resource Department staff that might include other management positions as well as technical support staff engaged in highly technical human resources work. The Human Resources Specialist has responsibility for prioritizing and coordinating human resources services for assigned areas of responsibility. The Specialist level of assignment is a journey level classification, independently performing a full range of complex human resources work under general direction and receiving guidance primarily in terms of establishing work priorities and defining the general parameters of work assignments.

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### **Essential Functions**

- Analyzes positions for the purpose of preparing analytical reports and recommendations regarding the establishment of new job classifications, revisions of current specifications, salary allocations and reclassification of positions.
- Assists in the preparation of materials for collective bargaining, administrative hearings or proceedings and Personnel Commission meetings for the purpose of providing consultative and advisory services.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Conducts classification and compensation studies, surveys and reviews for the purpose of arranging jobs in occupational hierarchies, analyzing positions and preparing analytical reports and recommendations regarding the establishment of new job classifications, revisions of current specifications, salary allocation and reclassification of positions.
- Coordinates a variety of employment process before and after final selection recommendations are made (e.g. briefing and monitoring interview panels, serving as a member of oral examination panels, making offers of employment, checking references, conducting background investigations as appropriate, counseling unsuccessful job applicants, etc.) for the purpose of ensuring efficient processing of applicants and compliance with established guidelines.
- Develops a wide variety of documents and presentation materials (e.g. recruitment and selection materials, recruitment media for job candidate searches, analytical reports and recommendations, rules and procedures, etc.) for the purpose of implementing and maintaining services and/or programs.
- Interprets contract language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.

- Participates in meetings that involve a range of issues (e.g. personnel actions, merit system rules, inter-department needs, layoff and re-employment laws, bargaining agreements, etc.) for the purpose of preparing and presenting information and training to County Office administrators and staff, individually or in small groups.
- Performs personnel administrative functions (e.g. training, supervising, evaluating, etc.) for the purpose of enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares and maintains a wide variety of complex written materials (e.g. reports, recommendations, proposals, analyses, procedures, mandatory reporting presentations, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches, evaluates, recommends and implements new testing processes for the purpose of meeting the changing, developing or future testing needs of the County Office.
- Responds orally and in writing to examination and classification appeals and protests for the purpose of defending procedural validity, integrity and fairness as required.
- Supervises and provides leadership to staff engaged in the preparation of various operations (e.g. preparation of examination materials, scheduling and administration of steps in the recruitment, examination and employment process, maintenance of employment eligibility records, certification of candidates for employment, eligibility lists, etc.) for the purpose of implementing and monitoring recruitment and selection processes in compliance with legal and administrative requirements.
- Supports the Senior Manager, Human Resources, and department staff for the purpose of assisting in the performance of their work activities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; developing effective working relationships; effectively interpreting and applying appropriate laws, codes, rules and regulations; formulating and executing decisions involving complex issues; recognizing the need for policy changes and developing policy recommendations; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Merit System provisions of the California Education Code and other federal statutes, codes, laws, regulations pertaining to public human resources administration; job analysis and evaluation methodologies; test strategies and statistical applications; statistical and spreadsheet software applications; personnel management principles; and qualitative data gathering techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate

equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating effectively orally and in writing; working effectively independently and as part of a team; resolving disputes and diffusing tension; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency Any combination equivalent to: a bachelor's degree from an accredited college or university in human resources management, public administration, business administration or a related field. Five years of professional level human resources experience directly performing job classification and evaluation, compensation administration, development of employee selection processes and materials and one year in a supervisor or lead position over professional or technical human resources staff, recruitment, selection examination and position classification.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 38

**Personnel Commission Approved: October 19, 2016**