

## CLASSIFICATION SPECIFICATION



<b>CLASSIFICATION:</b>	Human Resources Specialist	<b>ESTABLISHED:</b>	Circa 1996
<b>ALLOCATION:</b>	Human Resources and Organizational Services	<b>REVISED:</b>	December 2010
<b>FLSA STATUS:</b>	Non-exempt		
<b>UNION AFFILIATION:</b>	Non-represented/Confidential		

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### **JOB SUMMARY:**

Under general supervision, performs a broad range of administrative support functions in a centralized human resources and risk management setting including processes a variety of personnel actions; assists with administration of County's benefit plans, employee relations, safety, human resources information systems, and performs related work as assigned. As experience is gained incumbents may provide assistance, while receiving instruction and training from a Human Resources Analyst II, with a broader depth of human resources program responsibilities such as recruitment, employee relations, safety, and workers compensation.

This is the entry level in the Human Resources series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Human Resources Director and may receive lead direction from a Human Resources Analyst II. This class is distinguished from Human Resources Analyst I/II in that the latter is a professional classification performing complex analysis and professional level human resources functions.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Review, verify, approve and process employee personnel and payroll documents involving new appointments, training, performance evaluations, promotions, longevity/merit increases, terminations, changes in status and other payroll related documents.
- Input and update employee information into a centralized human resources database; monitor position control and track employee actions; research discrepancies to compensation, position control and benefits.
- Verify, calculate, balance, process, and post salaries and benefits; correct errors and enter information into an automated personnel/payroll information system.
- Assist with departmental budget; prepare and maintain departmental spreadsheets to track various costs and information; monitor contracts and department expenditures; collect, compile, and analyze data and information.
- Perform routine research and auditing of financial accounts and records; reconcile departmental accounts and funds on a periodic basis; implement corrections after approval.
- Prepare departmental billings for services; receive and review invoices; resolve discrepancies; code information for proper charging to budget units or cost centers and prepare for payment; maintain departmental petty cash funds; ensure proper authorization and compliance with County policies and procedures.
- Post information to ledgers, journals and reports; total and balance figures, proof data and make corrections as required.
- Compile and prepare reports and documents pertaining to human resources, risk management, accounting, and organizational services activities.
- Review and process all department payroll forms; forward to auditor's office for processing; act as a point of contact for department payroll questions and issues.
- Receive, review, and audit departmental payroll information; enter data and produce trial balances for salaries, deduction and leave information; gather data related to salaries and benefits for budget purposes; balance benefit liability reports.
- Ensure compliance with Federal, State, and County laws, rules, and regulations governing payroll/personnel transactions.
- Maintain a Countywide position control system; ensure that all employees are assigned to a designated and verified class and position and within an appropriate salary range.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- Explain human resources policies, benefits, and procedures to employees and job applicants.

- Provide information to management, employees and the public regarding human resources processes and procedures which may involve the interpretation of policies, rules and employee organization agreements.
- Conduct employee orientations; explain benefit programs and help enroll employees.
- Provide information regarding the proper method of completing forms and processing information; reconcile and correct errors as required.
- Generate a variety of reports; review reports for accuracy and make corrections as required.
- Type or word process a wide variety of correspondence, status reports, and standard documents related to the personnel/payroll function from forms, notes and brief instructions.
- May assist with recruitment and selection procedures; prepare recruitment and selection materials; process and review employment applications to evaluate minimum qualifications or eligibility of applicants to progress in the process; arrange for the notification of candidates and proctors and administer various portions of examinations; notify applicants of scores and prepare recruitment file for further processing.
- May assist with a variety of human resources program responsibilities.

**Important:**

- Comply with all County equipment and safety policies and procedures and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Receive and screen visitors and telephone calls and take messages; provide factual information regarding County or departmental activities and functions which may require the explanation of rules, policies and procedures.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Basic concepts, policies, practices, principles and procedures of public human resources administration
- Principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Basic principles and procedures of payroll administration.
- Computer applications related to the work including database or spreadsheet files and the development of reports.
- Business mathematics and statistics.
- Business letter writing and the standard format for typed materials.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation and grammar.
- Standard office practices and procedures, and use of standard office equipment.
- Techniques for dealing with the public, in person and over the telephone.

**Skill in:**

- Performing specialized human resources and payroll support work.
- Interpreting, applying, and explaining applicable codes and regulations.
- Understanding and following oral and written directions.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Organizing own work, setting priorities and meeting critical deadlines.
- Performing responsible and detailed office support work.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Dealing successfully with the public, in person and over the telephone
- Establishing and maintaining effective working relationships with coworkers.
- Being aware of others' reactions and understanding why they react as they do.
- Using word processors, spreadsheets, and other relevant automated systems

**Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Interpret, apply and explain applicable laws, codes and regulations
- Read, analyze, interpret, and explain financial reports, operating and procedure manuals, county

- ordinances, government regulations, etc.
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations
- Collect and analyze data; apply common sense understanding to solve practical problems
- Work effectively on several projects concurrently
- Use initiative and independent judgment within established procedural guidelines.
- Prioritize work to meet deadlines
- Effectively use interpersonal skills in a tactful, patient, and courteous manner
- Perform effectively as a team member
- Respond to common inquiries or complaints from managers, supervisors, employees, attorneys, regulatory agencies, or the public
- Compose, proofread, and edit general correspondence, routine reports, contracts, policies and procedures, etc.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally in a normal office environment, however, may have to administer tests or attend meetings with large groups.
- Occasionally may be required to travel to various worksites or locations.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain valid California Class C driver's license

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout required prior to hire.
- Attend meetings outside of normal working hours.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** An Associate's degree from an accredited college with major course work in human resources, public or human resources administration, industrial relations, business, economics, or a closely related field and two years of related office support or secretarial experience which will have provided a knowledge of human resources, risk management, safety, employee benefits and/or payroll policies and procedures or other related function.

Candidates with strong experience who lack the degree are encouraged to apply.

**PREFERRED:** In addition to the minimum, a Bachelor's Degree from an accredited college or university with major course work in human resources, public or human resources administration, industrial relations, business, economics, or a closely related field and up to four years experience in a private/public agency human resources office.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Human Resources Approval:  
Martha K. Wilson  
Date:

EEOC: E  
WC: 8810.1

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_