

HUMAN RESOURCES SPECIALIST

Position Code: 2340

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 349 (\$35,964 - \$56,245)

Location: Human Resources

Approval Date: 2010

General Statement of Duties

Performs responsible paraprofessional work in support of the organization's human resources management system.

Distinguishing Features of the Class

An employee in this class assists with administering personnel functions. Work involves following detailed and numerous steps and other related activities in applying specific personnel procedures and guidelines, in gathering and compiling employee and position information, performing payroll functions, and processing records related to personnel functions such as employment and benefits administration. Guidance is received as new or unusual situations occur. Most contacts are with Town employees, applicants, vendors, and the public in the gathering and transmittal of factual information. Work is performed under the regular supervision and is reviewed for adherence to laws and procedures, customer service, and accuracy.

Duties and Responsibilities

Prepares a variety of documents for the payroll and personnel system, maintains and updates employee files and data bases; edits, verifies, reviews, and enters time for payroll; insures compliance with FLSA; prepares a variety of reports related to payroll; prepares various financials and other reports as required; insures proper authorization of various personnel actions prior to entry and processing; processes all employee action changes.

Administers the Town's benefits program; assists employee with benefits questions; assists with scheduling and processing open enrollment for benefits; updates benefits records and provided trouble-shoot and liaison with benefits vendors.

Enrolls new employees, process changes for existing employees, and un-enrolls employees from benefits program insuring that employees make informed and un-coerced decisions regarding their benefits; provides information on continued insurance coverage, retirement refunds and roll-overs, etc.

Prepares employment advertisements; assists applicants with questions; posts advertisements for vacant positions, establishes and maintains applicant files and data.

Insures strict confidence of employee actions, benefits, personal issues, and files.

Assists Human Resources Director with employee training, research, new employee orientation, correspondence, office management, employee service awards program, drug screening and physical examination scheduling, assessment centers, and other projects.

Generates reports using standard computer hardware and software.

Acts in the absence of the Human Resources Director as directed.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of Town policies and procedures related to Personnel Policy and procedures.

Considerable knowledge of benefits administration laws, regulations, methods and procedures.

Considerable knowledge of office practices and procedures.

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.

Working knowledge of office automation equipment and software including word processing, data base management, and spreadsheets.

Working knowledge of the laws and regulations related to human resource management and employee actions.

Working knowledge of arithmetic and its uses in general office work.

Ability to maintain the confidentiality of employee information.

Ability to use judgment to apply selected policies and procedures maintaining and processing personnel transactions.

Ability to gather and compile personnel information from potential or present employees and to conduct research.

Ability to communicate effectively in person and by telephone.

Ability to gather and give basic information and instructions on departmental programs based on inquiries.

Ability to arrange and place records, reports and files into a proper sequence.

Ability to establish and maintain effective working relationships with the general public, supervisors, applicants, vendors, and employees.

Physical Requirements

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proof read materials, and do extensive reading.

Minimum Education and Experience

An Associate's degree in human resources or business administration and three years of human resources experience; or an equivalent combination of education and experience.