HUMAN RESOURCES SPECIALIST

DEFINITION
Under general supervision, assists staff in payroll, fringe/retirement benefits, recruitment and/or employee relations activities, processes and general human resources administration.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Verifies, researches and processes documentation for changes and/or adjustments to City employee salaries, classifications, and health and retirement benefits;
- Receives, inputs and processes personnel action/status forms relating to hire, salary adjustments, tax changes, resignations, retirements and other changes;
- Provides information to employees, supervisors and staff regarding payroll, benefits, compensation, retirement plans, health insurance and employee programs;
- Reviews documents received from departments to ensure accuracy and adherence to contracts and rules and regulations.
- Calculates compensation adjustments including overpayments and underpayments;
- Updates HR payroll system to create, prepare and maintain records and reports relating to employee compensation, leaves and employment status;
- Prepares requisitions for benefits plan and submits to purchasing for payment; provides HR staff with updated and new information regarding payroll and benefits administration to properly respond to inquiries from city staff, departments or citizens.

KNOWLEDGE, SKILLS & OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing personnel, payroll, compensation, retirement plans and health insurance benefits;
- Skilled in working with conflicting and competing deadline to complete projects, providing and following oral and written instructions, exercising patience and compassion for customers, and developing and maintaining productive working relationships with all levels of staff;
- Ability to effectively communicate verbally and in writing, maintain confidentiality, demonstrate high level of integrity, and to perform essential duties with minimum supervision and work well as a team.
- Proficient in the use of a personal computer hardware and varying software packages

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
An Associate Degree Human Resources Management AND three (3) years experience performing increasing responsible tasks in fast pace public human resources office OR an equivalent combination of education and experience as determined by the hiring authority.