

Title: *Human Resources Specialist*
Reports to: *Mayor*
Salary Range: *Exempt \$ 4,558-5,546 monthly*

Job Objective:

The Human Resources Specialist assists the Mayor and Department Heads in administering uniform human resources policies, procedures, and programs. Work requires technical knowledge in personnel law and areas of human resource administration, including recruitment and selection, classification analysis, labor relations support, training programs, and assist with benefits administration. Performs detailed research, statistical analysis, and prepares reports. Provides information and assistance to City employees and the public regarding human resources. Exercises considerable discretion in processing important and highly confidential information.

Essential Functions:

- Assists Mayor and Department Heads in updating and developing job descriptions, coordinating with unions as necessary.
- Coordinates advertising and assists to recruit staff for vacancies, supports departments with selection and placement, and maintains accurate records of recruitment process.\ in accordance with the Washington State Records Retention Schedules.
- Investigates complaints of employee and volunteer discrimination, harassment, etc.
- Assists in development and implementation of supervisory and employee training programs. Notifies employees of upcoming training and schedules employee attendance; coordinates training facilities and ensures training materials and refreshments are provided; maintains record of attendance for inclusion in employee file.
- Coordinates the employee service award program.
- May be asked to serve as Secretary/Examiner for the City's Civil Service Board and supervise all testing for Civil Service positions and coordinates Board meetings and membership.
- Maintains accurate central employee records; collects data and performs statistical analysis.
- Provides accurate employee data to requesting departments or outside agencies.
- Maintains and updates Human Resources database.
- Assists with the administration of the City's benefit programs.
- Works with employees, payroll and supervisors to determine best alternatives in coordination of various leave programs (e.g., FMLA, sick leave, leaves of absence and military leave).
- Assists with Worker's Compensation claims and reports to ensure compliance with state regulations.
- Processes personnel action forms and employee status changes in a timely fashion to assure proper approvals. Reviews employee data in personnel/payroll system. Coordinates with Payroll on annual pay adjustments, and increases associated with City benefit programs.
- Identifies and/or resolves employee/retiree benefit eligibility questions and or issues.
- Conducts employee on-boarding orientations and exit interviews.
- Performs various clerical and office support duties, such as developing and maintaining filing systems, preparing correspondences, and compiling data.
- Prioritizes duties and assignments to assure efficient, smooth and timely office work flow.
- Assists the labor negotiations team in negotiation activities. Conducts labor relations research, including comparative analyses, survey development and compilation of data as directed.
- Schedules and attends various labor/management and other meetings as required.

- Administers commercial driver's license drug testing program; schedule pre-employment drug/alcohol tests; coordinates random drug and alcohol tests; and maintains related files.
- Prepares and processes purchase requisitions and orders as needed; orders office supplies, and maintains current brochures and materials related to employee benefit options.
- Maintains lists of all City board, committee and commission members, notifies members of required training and coordinates member appointments with Chairs.
- Performs related and/or other duties as assigned.

Qualification Requirements

- Any combination of education and experience which demonstrates the required knowledge, skills, and abilities. A bachelor's degree in business or public administration, personnel/human resources, psychology, organizational development, or a related field is preferable.
- Two years of direct human resources administration in the public sector preferred.
- PHR or SPHR certification is preferred or willingness to work on such certifications.
- Knowledge of local government personnel programs, policies and procedures.
- Ability to gather, analyze, interpret, and present data in clear and concise reports.
- Thorough and advanced working knowledge of MS Office software.
- Demonstrated outstanding customer service skills.
- Ability to maintain confidentiality of sensitive information.
- Ability to establish good working relationships with all levels of staff.
- Ability to organize and prioritize a large number of projects at one time.
- Ability to work independently and in a team environment.
- Ability to effectively communicate and promote Human Resources plans and programs to managers and employees both verbally and in writing.

Other City Requirements:

- Ability to drive a City vehicle, possess a current and valid Washington State driver's license or obtain one within six (6) weeks of hire and good driving record. Evidence of a good driving record is a condition of employment and a complete driving abstract will be required.
- Nationwide and Washington State criminal history background check is required to determine any past conviction history of crimes against persons, sexual assault or exploitation, and sexual or physical abuse and must be able to pass a thorough background check as required by the Child/Adult Abuse Information Act.

Working Conditions And Physical Abilities:

Work is performed in office settings. Attendance at night meetings may be required. Some travel to off-site locations may be required. Requires good communication skills.

- Must be able to perform Essential Functions.
- Requires visual and hearing acuity and manual dexterity to proficiently operate a computer and other office equipment, and review and create files and labeling.
- Must be able to sit for extended periods of time.
- Requires manual dexterity to create and to maintain files.
- Requires ability to occasionally lift a minimum of 30 pounds.