HUMAN RESOURCES SPECIALIST

Department:	Human Resources	**Classification/Grade:**	22 - CONFIDENTIAL
Division:	Human Resources	**FLSA Status:**	Non-Exempt
Reports to:	City Manager	**Safety Sensitive:**	No
		Bargaining Unit:	Non-represented
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Actively support and uphold the City's and Human Resource Division's mission and values. Perform a variety of duties involved in the enforcement of City Ordinances and regulations relating to Human Resources.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Assist in the operation of the Human Resource Division.
3. Provide support to all City departments regarding personnel practices, policies and issues. Promote equal access to employment opportunities. Ensure decisions are made objectively related to the selection process. Encourage skill development of employees for career advancement within City.
4. Assist in the recruitment activities including preparation of job announcement and recruitment information, including supplemental questionnaires; determine, write and place advertising in appropriate media; screen job applications, monitor interviewing, testing, selection and placement of employees hired by the City; prepare and maintain eligibility lists; provide coordination among departments and applicable agencies; and review and evaluate applicant selection.
5. Administer central Personnel functions including maintenance of confidential and personnel records.
6. Provide telephone and counter assistance to public and City personnel; provide information to inquiries or direct to appropriate person; mail requested information; track applications; prepare and mail correspondence to applicants regarding their potential employment status.
7. Assist employees and department management in a variety of personnel matters including the interpretation and application of personnel policies and the processing of employee grievances.
8. Respond to background investigations and verification of employment requests
9. Conduct formal job analysis processes, job audits, salary and benefit surveys, and research on a broad range of personnel assignments as directed; reviews, updates and revises job descriptions and classifications, and prepare written reports.
10. Assist in developing and administering the following programs: New Employee Orientation, Exit Interview, Employee Recognition, Employee Performance Reviews, Data base of former employees, and Employee Training.
11. Coordinate the City's Liability, Casualty and Workers Compensation insurance programs.
12. Interpret personnel policies and procedures; respond to requests for information and assistance from employees, elected officials, management, outside agencies, bargaining unit and the public; counsel and inform employees and supervisors of procedures and regulations pertaining to personnel actions and policies.

13. Work with the third party administrators to ensure that all claims are handled promptly and efficiently, consult with City Attorney as needed.
14. Prepare Equal Employment Opportunity reports, OSHA reports, state and federal reports/surveys.
15. Assist in maintaining City's pre-employment drug testing, Police, Fire and Rescue random drug testing program.
16. Be dependable and meet all acceptable attendance requirements at all times.
17. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.

B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Operational characteristics, services and activities of a personnel program.
- Principles, methods and procedures utilized in recruitment and selection, classification, and salary administration.
- Applicable Federal and State laws, regulations and court rulings affecting public sector personnel administration.
- Modern and complex principles and practices of personnel management.
- Modern office procedures, methods and computer equipment, programs, applications and uses.
- English usage, spelling, grammar and punctuation.
- Training and development principles, practices and techniques.
- Good public relation skills.

Ability to:

- Perform professional, technical and analytical personnel work.
- Deliver quality customer service.
- Respond to requests and inquires from the general public
- Perform records management, employee screening, testing and recruitment, insurance and benefits.
- Interpret the City personnel programs and policies to employees and the general public.
- Prepare and write a variety of reports, memoranda, correspondence and analyses.
- Maintain confidentiality of work.
- Communicate effectively, both orally and in writing.
- Operate and use modern office equipment including computer and computer programs.
- Provide information to employees and assist in the resolution of employee complaints.
- Physical ability to perform essential functions of the job.
- Read and comprehend complex laws, ordinances, plans and orders.
- Establish and maintain effective working relationships with other employees, officials, and citizens from a variety of racial, ethnic, and economic backgrounds.
- Use good leadership skills.
- Prioritize tasks
- Make sound decisions

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or GED. Associates degree from an accredited college or university preferred

Experience: Four years of increasingly responsible professional personnel administration experience.

Training: Speak and write Spanish fluently preferred.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations, attend some evening meetings and travel to off-site facilities to administer training or examinations. Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: 2005
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