

## HUMAN RESOURCES SPECIALIST

**Department:** Personnel                      **Classification/Grade:** 20  
**Division:** \_\_\_\_\_                      **FLSA Status:** Non-Exempt  
**Reports to:** Personnel Director                      **Date Approved:** \_\_\_\_\_

*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**

To perform a variety of clerical and technical duties involving a high degree of independent judgement in support of the Personnel Department programs; to provide information and assistance to City staff and the public on personnel or risk management related matters; to provide assistance regarding administration of records, in areas of recruitment and selection, labor relations, compensation, employee development, insurance and benefits, employee training, and employee counseling; and to provide highly responsible administrative staff assistance to the Personnel Director.

### **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. 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 organization.
3. 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.
4. 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.
5. Assist in coordinating and processing personnel action and evaluations including performance and step increases, promotions, transfers and separation procedures of current employees.
6. Administer central Personnel functions including maintenance of confidential and personnel records.
7. Respond to background investigations and verification of employment requests.
8. Utilize Microsoft software, including Microsoft Access. Write, maintain and update job announcements on City web page, and, on-line City Personnel Policies and Procedures manual.
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. Participate in the development and coordination of departmental goals and objectives as well as policies and procedures necessary to provide assigned personnel services; recommend and assist in the development and implementation of modified systems, policies and procedures.
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. Provide staff assistance in employee relations, grievances and disciplinary activities.
14. Assist in preparing Equal Employment Opportunity reports.
15. Assist in receipt, processing and monitoring of workers' compensation claims.
16. Assist in maintaining City's pre-employment drug testing, CDL, Police, Fire and Rescue random drug testing program.
17. Be dependable and meet acceptable attendance requirements at all times.
18. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Investigate technical matters as requested by employees.
- C. May act in the absence of the Personnel Director.
- D. Perform other related duties and responsibilities as required.

### **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:**

- Principles, methods and procedures utilized in recruitment and selection, classification, and salary administration.
- Principles and practices of personnel administration, organization and management, and labor relations in the public sector.
- Applicable Federal and State laws, regulations and court rulings affecting public sector personnel administration.
- Customer service needs and delivery.
- Modern office procedures, methods and computer equipment, programs, applications and uses.
- English usage, spelling, grammar and punctuation.
- Training and development principles, practices and techniques.

#### **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.
- Type at a speed necessary for successful job performance.
- Maintain confidentiality of work.
- Work independently with minimal supervision.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Develop and implement new human resource programs, personnel policies and procedures.
- Operate and use modern office equipment including computer and computer programs.
- Provide information to employees and assist in the resolution of employee complaints.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Physical ability to perform essential functions of the job.

**Experience, Education, Training, Skill, License or Certificate:**

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: Bachelor’s degree from an accredited College or University with major coursework in personnel administration, public business administration or closely related field preferred.

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

Training/Skill: 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: September 2002  
2005(Title)  
2007(Grade)  
October 2009 (License)