

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

|                    |                                   |
|--------------------|-----------------------------------|
| Job Title          | <u>Human Resources Specialist</u> |
| Sch & Grade        | <u>PAT-7</u>                      |
| Class Code         | <u>BG08</u>                       |
| FLSA Status        | <u>Exempt</u>                     |
| Bargain Unit Elig. | <u>Not Eligible</u>               |
| Occupational Group | <u>Human Resources</u>            |

**PRIMARY PURPOSE:**

Performs a wide range of professional Human Resources work in one or more major functional areas such as employment, training and development, classification and compensation, benefits, employee relations, and workers' compensation. In addition to primary responsibilities in one or more major functional areas, also cross trains in other areas. Works in a strong team environment.

**SUPERVISION:**

Under general supervision of the Director of Human Resources.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Plans, administers, and delivers a wide range of Human Resources services to city departments and employees for assigned functional area(s).
2. Advises departments on human resources issues based on federal, state, and local laws as well as City policies and procedures.
3. Performs professional recruitment functions for assigned City departments by developing and revising job descriptions; planning, developing, and executing recruitment and affirmative action strategies; developing screening criteria and screening applicants with department supervisors; developing and administering current and innovative selection devices; administering testing, participating in interview panels, and ensuring integrity in the processes; developing eligibility lists and making job offers; and conducting reference and other post-offer employment checks.
4. Performs job studies on new and existing positions, completes job analysis, and makes recommendations.
5. Coordinates and administers city-wide benefit plans and programs such as health insurance, retirement plans, leave benefits, Employee Assistance Program, dental plans, pre-tax flexible benefits (section 125 Cafeteria Plan), and tuition reimbursement.
6. Communicates benefit information to employees via both individual and group settings. Utilizes a wide variety of formats to communicate benefits information such as print and electronic media, presentations, and informational meetings.
7. Coordinates and administers city-wide training and development programs for employees including determining training needs; developing training programs and appropriate lesson plans; researching training materials; coordinating training activities with external resources and serving as an instructor.
8. Attends a variety of meetings and participates on committees. Provides technical assistance and formulates recommendations to boards and committees. Takes an official stand for department on issues presented.
9. Handles a variety of activities in conjunction with program area operations such as drug testing.
10. Gathers, reviews, and analyzes data for use in reports; summarizes findings, makes recommendations for improvement based on findings, and prepares reports; maintains records.
11. Travels to test sites, on-site job audit locations, training locations, other city facilities, etc. as required.
12. Utilizes computer applications such as word processing, spreadsheet, database, internet, desktop publishing and HRIS. Creates and maintains appropriate applications.
13. Demonstrates continuous effort to improve division and/or department operations, decrease turnaround times, streamline work processes and work cooperatively to provide quality customer service.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars and other training for professional development purposes.  
*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, practices and methods of at least one of the following: recruitment and selection techniques, classification and job analysis, compensation and salary administration, training and development or employee benefits; applicable federal, state and local laws and regulations; computer applications such as word processing, spreadsheet, or and database; basic math.

**Abilities**

Perform independently, utilizing discretion and exercising sound judgment; analyze information, draw effective conclusions, and make recommendations; prepare effective written communication including memos, summaries, and reports; prepare and deliver effective presentations; perform extensive research, make independent analysis, and report findings; effectively confront and resolve controversial issues and situations; demonstrates effective interpersonal skills as applied to interaction with co-workers, supervisor, customers and the general public; read, understand, interpret and apply a variety of information such as regulations, applications, laws, city policies, and benefit plan documents; accurately enter data and operate a computer including creating and maintaining documents, databases, and spreadsheets as well as using HRIS, desktop publishing, email, internet, and presentation software applications such as PowerPoint; effective attention to detail; follow oral and written instructions; communicate effectively both verbally and in writing with a wide variety of customers, vendors, applicants, and consultants; deal effectively and courteously with customers, associates and the general public including dealing with highly sensitive and confidential information as well as emotional situations; establish and maintain effective working relationships with staff members and all levels of city employees; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's and department's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Public or Business Administration, or a related field supplemented by one year of professional experience in centralized human resources work. Experience must be commensurate with current vacancy assignment. A Master's Degree in Human Resources or a related area may be substituted for the experience requirement.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; may lift and carry up to 50 pounds; must be able to hold and grip objects; must be able to observe and move with applicants and/or employees when conducting certain tests or on-site audits; must have the ability to operate a computer keyboard and mouse.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment; may be exposed to extreme weather conditions, dust, pollen, heavy traffic, and constant noise when conducting on-site audits, employment testing, training, etc. outdoors and/or around equipment operation.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

If operating vehicle in the completion of job duties, must possess a valid MO Motor Vehicle Operator's license.

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| <b>Last Revision:</b> | February 13, 2012 | <b>GENERAL ORDINANCE NO.</b> 4712 |
| <b>Comments:</b>      | Updated Abilities | <b>Date:</b> June 9, 1997         |

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_