

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Senior Human Resources Specialist</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>BG06</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Human Resources</u>

**PRIMARY PURPOSE:**

Performs a variety of professional support and guidance to customers regarding Human Resources issues. Has primary responsibilities in a major function of the Human Resources Department such as employment and compensation, benefits, and/or training as assigned. In addition, either directly supervises administrative support staff, provides higher-level HRIS support to Human Resources staff or manages major Human Resources programs.

**SUPERVISION:**

Under general supervision of assigned Senior Human Resources Coordinator.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Provides direct services to city departments and employees in assigned program area. Program area of employment and compensation administers recruitment, selection, classification and pay issues; program area of benefits administers and coordinates city-wide benefits plans and programs; program area of training develops and coordinates city-wide training and development of employees.
2. Supervises and directs administrative support staff and determines workload priorities; completes and conducts performance evaluations; makes recommendations regarding staff hiring decisions.
3. Provides higher-level HRIS support to Human Resources staff including ERP system reporting; position control; working with Information Systems to research and implement technology improvements.
4. Manages one or more major Human Resources programs such as coordination of Medicare Part D.
5. Coordinates and/or participates in all phases of the recruitment and selection process including developing and revising job descriptions; recruiting for vacancy; developing affirmative action strategies; screening applicants; developing and administering current and innovative selection devices; and conducting reference and other post-offer employment checks. Conducts exit interviews with city employees as part of the selection cycle.
6. Performs job studies on new and existing positions, completes job analysis, and makes recommendations.
7. 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.
8. 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.
9. 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.
10. Handles a variety of activities in conjunction with program area operations such as drug testing and employee referrals. 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.

**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, or training and development; applicable federal, state and local laws and regulations; computer applications such as word processing, spreadsheet, or and database; basic math.

**Abilities**

Perform independently and exercise sound judgment; analyze information, draw effective conclusions, and make recommendations; prepare effective written communication including memos, summaries, and reports; prepare and deliver effective presentations; 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; 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**

Typically requires graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Public or Business Administration, Education, or a related field supplemented by one year of professional experience in centralized human resources or training depending on assignment. Directly related professional experience may be substituted for the degree requirement on a year-for-year basis. In addition, must have at least two years as a Human Resources Specialist with the City of Springfield.

**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.

<b>Last Revision:</b> February 16, 2012	<b>GENERAL ORDINANCE NO.</b> 5089
<b>Comments:</b> Updated Abilities	<b>Date:</b> June 11, 2001

**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: \_\_\_\_\_