

**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:

Serves as a primary Human Resources contact for one or more major functional areas, including recruitment and selection, training and development, classification and compensation, benefits, employee relations, and workers' compensation.

SUPERVISION:

Under general supervision of assigned Supervisor.

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. Performs professional recruitment functions for assigned City departments by developing and revising job descriptions; planning, developing, and executing recruitment, ensures EEO/AA compliance as well as affirmative action strategies; develops screening criteria and screens applications with hiring supervisors; develops and administers current and innovative selection devices; administers testing, participates in interview panels, and ensures process integrity; develops eligibility lists and makes job offers; and conducts reference and other post-offer employment checks.
3. Performs job studies on new and existing positions, completes job analysis, and makes recommendations.
4. 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.
5. Communicates accurate and appropriate information to employees in individual and group settings. Utilizes a wide variety of formats to communicate topic effectively, including print and electronic media, presentations, informational meetings, and training events.
6. Coordinates the City's workers' compensation program, including directing and authorizing care, working closely with claims administration vendor, and making educated recommendations for closure of claims.
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. Ensures compliance with a variety of rules and regulations, including City policies, state and federal laws and regulations, and best practice. Areas of compliance may include, but is not limited to drug testing, Americans with Disabilities Act, Family and Medical Leave Act and Title VII. Advises departments on compliance matters too.
9. Routinely gathers, reviews, and analyzes a variety of data, effectively summarizes findings, makes recommendations, and maintains records.
10. Travels to test sites, on-site job audit locations, training locations, other City facilities, etc. as required.
11. Utilizes computer applications such as Microsoft Suite, Applicant Tracking System, Human Resources Information System to effectively and efficiently perform daily functions.
12. Demonstrates continuous effort to improve operations, including targeted education, decreasing turnaround times, streamlining work processes and working cooperatively with innovation to provide exceptional customer service.
13. Cross trains in variety of functional areas and actively contributes to an effective and supportive team environment.

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 functional areas, depending on assignment: recruitment and selection, classification and job analysis, compensation and salary administration, training and development or employee benefits. Knowledge and application of current federal, state and local laws and regulations pertaining to Human Resources functions; computer applications such as word processing, spreadsheets, and databases; and 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 with professionalism and tact; demonstrates effective interpersonal skills as applied to interaction with co-workers, supervisors, 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, 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, coworkers 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, responsible 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. Applicable responsible experience may be substituted on a year-for-year basis for the education requirement, not exceeding two years, when coupled with, at minimum, an active PHR or SHRM-CP certification.

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

Valid Motor Vehicle Operator's license. PHR, SPHR, SHRM-CP or SHRM-SCP certification desirable.

Miscellaneous Requirements

Must have access to transportation to conduct off-site interviews, testing, and training events and proof of liability insurance on the vehicle. Must be available for enrollment, training, and testing efforts that occasionally occur outside of traditional business hours.

Last Revision:	May 3, 2018	GENERAL ORDINANCE NO. 4712
Comments:	Updated primary purpose; supervision; essential functions; knowledge; abilities; experience, education and experience;	Date: June 9, 1997

licensing/certification; and miscellaneous requirements.

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: _____