

8700
8699 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

11/07/11
Revised

TITLE: HUMAN RESOURCES SPECIALIST
HUMAN RESOURCES SPECIALIST (NON-CLASSIFIED)*

DEFINITION

Under general supervision, to perform para-professional human resources work in a variety of program areas including: recruitment and selection; classification, compensation, and benefits; training; labor relations; human relations; special programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level para-professional class in the human resources series. Positions in this class are assigned to one or more human resources program areas and are expected to complete assignments with substantial independence. *Positions that are designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Human Resources Analyst or higher level professional as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Human Resources Analyst or higher level professional. May exercise lead responsibility on a project basis over assigned clerical staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in the maintenance of the position control system, processing personnel actions and updating Payroll/Human Resources system changes.
- Assist in resolving personnel problems; analyzing staff needs; interpreting personnel policies and procedures; recommending effective courses of action.
- Speak before groups concerning human resources matters.
- Participate in special projects and training as assigned.
- Prepare and/or deliver orientation programs, training programs and other related workshops.
- Prepare reports, charts, tables and graphs.
- Assist in the preparation of recruitment plans, job announcements and advertising strategies.
- Review and evaluate applications and determine applicant eligibility.
- Administer and score examinations; certify eligibility lists to operating departments.
- Participate in the administration of employee benefit programs by providing forms, information and counseling.
- Accept applications and assist in filing claims for employees and/or beneficiaries to receive life insurance or long-term disability payments.

- Coordinate open enrollment activities.
- Assist in and conduct routine position classification studies.
- Assist in the preparation and revision of class specifications.
- Participate in and conduct salary and fringe benefit surveys; compile and analyze data and make recommendations.
- Schedule locations and times for training programs; maintain training records, files and rating sheets.
- Design and develop training materials and manuals; conduct specialized computer software training including word processing, database, spreadsheet and electronic mail.
- Assist in the implementation of the Human Resources Wellness program.
- Coordinate the benefits billing reconciliation process with the Finance department.
- Process Request for Payments for various insurance carriers.
- Process employee benefit enrollment or disenrollment requests in the Human Resources Information System.

QUALIFICATIONS

Knowledge of:

- Basic principles of human resource administration.
- Policies, procedures, ordinances and resolutions governing City human resource activities, conditions of employment and/or employee benefits.
- Basic research and statistical methods.
- Basic office organization and principles of management.
- Impact of labor market conditions and socio-economic issues on recruitment and employment.
- Modern office practices, procedures and equipment, including microcomputers and applicable software applications.
- Principles and practices of bookkeeping and budget preparation.
- Applicable federal, state and local laws, regulations and ordinances.

Ability to:

- Plan, organize and implement programs and related activities.
- Understand and interpret policies and procedures and explain them to others.
- Compile and maintain complex records, files and financial information.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate of Arts degree from an accredited college in business/public administration, human resources, social or behavioral sciences, psychology, or a closely related field.

Experience: Three (3) years of advanced administrative support experience in human resource related functions. Up to two years of additional education may substitute for two years of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Human Resources Specialist

TO: Human Resources Analyst