



Human Resources Specialist- Confidential

Department/Division:	Human Resources
Reports To:	Human Resources & Risk Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision of the Human Resources & Risk Manager, to provide technical, administrative functions to support the Human Resources/Risk Management Department in areas related to recruiting, benefits, training, the maintenance of personnel records; to provide assistance to District employees and the Human Resources & Risk Manager; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Specialist is the journey-level classification that performs a variety of confidential administrative and human resources activities requiring a specialized knowledge of the terminology, procedures and practices used in human resources including recruitment and benefits. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. This class is distinguished from the Human Resources Analyst by the latter greater responsibility and broader accountability for risk management and human resources programs and independence of action in analyzing and solving problems.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Performs a variety of specialized duties in support of human resources operations and activities; receives and addresses employee requests; handles personnel-related issues and concerns with discretion and confidentiality; refers more difficult or sensitive issues to department Manager as needed.
- May coordinate the recruitment process for new and replacement positions, including arranging interview panels and packets for panel members.
- Coordinates the new hire process, including the set-up of pre-employment physicals and background checks and assists new hires in completing employment related records and benefits enrollment forms.
- Organizes annual open enrollment health fairs and Wellness Committee functions and safety recognition events, blood drives, and related events, including the tracking and implementation of planned participants and activities.
- Organizes, maintains, and updates confidential employee files and District personnel records, including computerized human resources information systems data.

- Administers and tracks District employee benefits, including health, vision, dental, and life insurance, CalPERS retirement, deferred compensation, education reimbursement, leave administration, including open enrollment, and communications with insurance carriers and retirees.
- Processes monthly benefit invoices, verifies current employee status and deductions, and reconciles billing errors related to premium statements; handles death and disability claims.
- Coordinates performance appraisal process and the distribution and maintenance of related records, including classification and pay changes involving payroll and personnel.
- Responds to general questions related to classification and compensation, benefits, and personnel policies and procedures from employees and other public agencies.
- Conducts special projects and studies such as the implementation of benefits, software applications, and committee recommendations, and the compilation and generation of reports based on survey data.
- Schedules employee training such as CPR/First Aid, Defensive Driving, Safety Compliance, and mandated programs; prepares training materials for tailgate meetings and annual fire extinguisher maintenance.
- Plans, organizes, and completes tasks and assignments within statutory and internal deadlines.
- May conduct research on employment laws and other HR related topics; interprets and applies District policies to provide first level support on requests for information from the Manager of Human Resources & Risk Management and other staff regarding HR needs and to support project/program initiatives.
- Assists the Human Resources & Risk Manager with the preparation of the department operating budget and tracking of expenditures within designated accounts.
- Verifies personnel data for the filing of State and federal reports; schedules and implements Department of Transportation required drug testing for Safety Sensitive positions.
- Provides general administrative support to the Human Resources & Risk Manager for the department including answering phones, sorting mail, greeting visitors and duplicating materials as assigned.
- Inputs a variety of employee information and other personnel data into an assigned computer system; maintains automated employee records and files; generates a variety of computerized lists and reports; assures accuracy of input and output data.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Human resources policies and procedures, including recruiting, health and welfare benefits, paid time off, training, safety programs, and other requirements.
- Organization and administration practices related to confidential personnel and medical records.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Data entry and retrieval techniques.
- Customer service practices related to employees and applicants.
- Correct English usage, including spelling, grammar and punctuation.
- Research methods.
- Word processing, spreadsheet, and personnel software applications.

Ability to:

- Plan, organize, and complete tasks and assignments within statutory and internal deadlines.
- Conduct basic research.
- Verify and update personnel, employment, benefits, and other confidential personnel files.
- Communicate effectively, both orally and in writing.
- Proofread and prepare clear, accurate, and complete records and reports.
- Establish and maintain effective working relationships with staff, applicants, management, vendors, contractors, consultants, the general public, and others.
- Operate modern office equipment and computer hardware.
- Maintain confidentiality of sensitive and privileged information.
- Distribute, screen and process personnel-related documents.
- Use word processing, spreadsheet, and specialized human resources software applications programs.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: An Associate degree from an accredited college or university in business administration, human resources, behavioral science or a related field.

And

Experience: Three (3) years of responsible human resources and administrative support experience is required.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles (or ability to obtain) and a good driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, the incumbent is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds. Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.