

HUMAN RESOURCES SPECIALIST

Position Code: 2340

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 349

Location: Human Resources

Approval Date: 2023

General Statement of Duties

Performs responsible paraprofessional work in support of the organization's human resources department.

Distinguishing Features of the Class

An employee in this class assists with administering human resources functions. Work involves following detailed and numerous steps and other related activities in applying specific human resource procedures and guidelines, in gathering and compiling employee and position information, performing payroll functions, and processing records related to personnel functions such as employment and benefits administration. Guidance is received as new or unusual situations occur. Most contacts are with Town employees, applicants, vendors, and the public in the gathering and transmittal of factual information. Work is performed under the regular supervision and is reviewed for adherence to laws and procedures, customer service, and accuracy.

Duties and Responsibilities

With appropriate authorization, performs entry of a variety of employee action and system maintenance changes in the HRIS system.

Maintains and updates employee files and databases.

Coordinates pre-hire employment activities including background checks, drug screenings, physical and pre-hire communication.

Coordinates volunteer management with department liaisons.

Provides general administrative support to the Human Resources department in the administration of a variety of programs and day to day operations.

Ensures strict confidence of employee actions, benefits, sensitive human resource issues, and employee files.

Generates reports using standard computer hardware and software.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the general principles of human resource management.

Considerable knowledge of office practices and procedures.

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.

Working knowledge of HRIS systems.

Working knowledge of office automation equipment and software including word processing, database management, and spreadsheets.

Working knowledge of the laws and regulations related to human resource management and employee actions.

Working knowledge of arithmetic and its uses in general office work.

Ability to maintain the confidentiality of employee information.

Ability to use judgment to apply selected policies and procedures in maintaining and processing human resource transactions and responding to employee inquiries.

Ability to gather and compile personnel information from potential or present employees and to conduct research.

Ability to communicate effectively in person and by telephone.

Ability to gather and give basic information and instructions on departmental programs based on inquiries.

Ability to arrange and place records, reports and files into a proper sequence.

Ability to establish and maintain effective working relationships with the public, supervisors, applicants, vendors, and employees.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally; and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proofread materials, and do extensive reading.

Minimum Education and Experience

An associate degree in human resources or business administration and one to three years of human resources experience; or an equivalent combination of education and experience.