



HUMAN RESOURCE SPECIALIST I

551

Jamestown
1607

DEPARTMENT: Human Resources

NATURE OF WORK:

Performs responsible entry level professional work in the daily administration of the County's comprehensive Human Resource programs. Work is performed in assigned functional area(s), including, but not limited to: benefits, compensation, diversity, employee relations, employment, human resource information systems, recognition, training, or volunteer services. Duties are performed under the direct supervision of assigned Human Resource Coordinator.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists employees, supervisors, and other customers in obtaining requested services or information. Represents the County and its values to applicants, employees, and the public. Performs work in the daily administration of one or more of the assigned functional areas below. Assignments may be changed at any time at the discretion of the Human Resource Manager.

- ◆ **Benefits:** Explains benefit package to new employees in the New Employee Benefits Orientation. Assists employees in enrolling in or changing benefits. Enters benefits enrollment data into Human Resource Information System. Answers questions and works with employees to resolve problems or address concerns. Assists with Open Enrollment.
- ◆ **Compensation:** Listens to compensation concerns of departments and employees; explains policy and recommends solutions. Responds to salary surveys or requests for salary information. Assists in updating job descriptions as necessary. Enters payroll information into Human Resource Information System. Conducts research on compensation policies as necessary.
- ◆ **Diversity:** Assists in implementing the County's Valuing Diversity Strategic Plan. May research diversity policies and programs and make recommendations for changes. Works with department and employees to ensure fair and respectful treatment of employee, applicants, and the public.
- ◆ **Employee Relations:** May respond to general policy questions. Refers questions or concerns to appropriate senior level staff member. May assist with investigations of recommended disciplinary actions.
- ◆ **Employment:** Works with hiring supervisor to develop a recruitment and selection plan to attract a well-qualified, diverse applicant pool and select the best candidate for the job. Implements recruitment and selection plan to include: writing job advertisements, placing ads in newspapers and/or on the internet; assisting departments in developing screening criteria, skills assessments, and interview questions. Participates on interview panels. Develops and maintains employment website. Maintains statistics on testing and selection processes to ensure nondiscrimination in hiring practices.

- ◆ Information Systems: Assists in managing Human Resource Information Systems (HRIS) and databases. Works with the County's Information Technology Division to develop and modify applications that will improve processes and make work more efficient. Extracts reports from HRIS as needed. Assists HR Department members with hardware and software questions. Assists in developing content and posting it on the Human Resource Intranet and Internet pages. Makes suggestion to keep content accurate, attractive, and easy to use.
- ◆ Recognition: Implements the County's central employee and volunteer recognition programs, such as appreciation luncheons, award programs, and media recognition. Maintains related records and statistics.
- ◆ Training: Assists with the County's training and employee development programs. Helps assess the organization's training and development needs. Helps design, implement, or procure training programs to achieve organization goals, reinforce culture, and facilitate change. Assists in evaluating the effectiveness of training programs.
- ◆ Volunteer Services: Implements the County's volunteer program. Serves as the County point of contact for volunteer opportunities within the organization. Works with outside agencies to implement volunteer programs, such as college interns or community service workers. Encourages volunteerism among employees.

Serves as a member of assigned Human Resource team(s).

Serves as a Human Resource Liaison to assigned department(s) to establish and maintain positive and effective working relationships between the department and Human Resources.

Participates on County-wide employee committees, teams, or task forces as assigned.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Travel to attend meetings and visit work sites throughout the County required. Operates personal computer and standard office equipment, such as telephone, copy and fax machines.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current principles and practices of human resource management.

Knowledge of software applications, including, but not limited to word processing, spreadsheets, and websites; and, the ability to use them to conduct work.

Knowledge of administrative procedures and systems, including managing processes, files and records (both automated and manual); and, designing or improving processes.

Knowledge of the structure and content of the English language and ability to write effectively incorporating correct spelling and meaning of words, rules of composition, and grammar.

Knowledge of the principles and processes for providing quality customer service.

Ability to communicate effectively, both orally and in writing, as appropriate for the needs of the audience.

Ability to prioritize work and manage time accordingly.

Ability to apply general policies and procedures and recognize and seek assistance in unusual situations.

Ability to research information, analyze data and present findings.

Ability to establish and maintain effective working relationships with County employees and the general public.

Ability to work as an effective team member.

MINIMUM QUALIFICATIONS:

One of the following combinations of education and experience:

- ◆ Associate's Degree in related field, preferably Human Resource Management, and some Human Resource work experience required.
- ◆ Bachelor's Degree in related field, preferably Human Resource Management; some Human Resource related work experience preferred.
- ◆ Master's Degree in related field, preferably Human Resource Management; some Human Resource related work experience preferred.

Date: October 2006

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Human Resource Specialist I Position Number: 551
Department: Human Resources Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull									
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input checked="" type="checkbox"/> 1 flight	<input checked="" type="checkbox"/> 1-2
<input type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input type="checkbox"/> 3-4
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit			✓					✓	
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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