



## **HUMAN RESOURCE SPECIALIST I (EMPLOYMENT)**

**DEPARTMENT:** Human Resources

### **NATURE OF WORK:**

Performs responsible, entry-level professional work in the administration of the County's comprehensive personnel program with emphasis on recruitment and selection of employees. Performs duties in a manner that promotes and supports the County's values, especially valuing diversity and ensuring an inclusive work place. Work is performed under the direction of a Human Resource Coordinator.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Serves as a member of the Human Resource Employment and Diversity Teams and other HR and County Teams as assigned.

Serves as HR generalist liaison to assigned County department.

Supports HR Coordinator in promoting an inclusive workplace.

Researches and keeps up-to-date on the latest employment laws as well as tools and resources for recruiting applicants and attracting them to work for the County, and promoting a diverse, inclusive work place.

Participates in outreach efforts in the community including coordinating and/or attending job fairs to promote County employment to diverse groups of people.

Conducts training in interviewing, selection, and related topics.

Collects and analyzes employment-related statistics to determine trends and recommended changes to the employment process including recruitment strategies.

Works with departments to design proactive employee recruitment and selection strategies that support diverse, open, honest workplace; assist departments in identifying advertising and recruitment sources including those that target minorities and women; advises them in developing appropriate and effective screening tools and selection methods that measure which applicant best meets the department's needs; may serve on interview panel as needed.

Works with hiring departments to identify advertising and recruitment sources that specifically target minorities and women. Researches and uses the internet for recruitment purposes; develops and maintains websites.

Coordinates and performs administrative duties related to the employment function, such as writing and posting ads, maintaining the employment website, screening applications, making job offers, producing and sending offer letters, and completing post-offer checks.

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. Requires some travel to various County Departments or related activities, such as job fairs. Requires occasional evening or weekend work. Operates personal computer and standard office equipment such as telephone, calculator, copier, and fax machine.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of human resource management with emphasis on State and Federal employment laws, creating an inclusive work climate and minority recruitment.

Knowledge of trends, issues, and practices of modern human resource management.

Knowledge of human resource information systems.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of principles and processes for providing outstanding customer service.

Skill in talking to others to convey information effectively.

Skill in communicating effectively in writing as appropriate for the needs of the audience.

Ability to successfully use the latest information technology, including the Internet, databases, spreadsheets and word processing, especially Microsoft Office 2003 or later.

Ability to compile and analyze information, including statistical data, and make recommendations from such analyses.

Ability to make recommendations in accordance with established procedures and policies.

Ability to communicate information and ideas in speaking and writing so others will understand.

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

Ability to prepare clear and accurate reports.

Ability to be detailed and thorough in completing assigned tasks.

Ability to prioritize, organize, and accomplish assigned tasks, within specified time frame.

Ability to determine the level of confidentiality of information and maintain that level of confidentiality.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Human Resource Management or in a related field and some experience in the areas of human resources or minority recruitment desirable; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

Date: August 2007  
HrSpec1\_551\_027\_02

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Human Resource Specialist I (Employment) 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
- Not essential to job function

**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
<b>Lift</b>									
<b>Push/Pull</b>									
<b>Hold/Carry</b>									

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.

**Ladders**

**Stairways**

**Steps**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Step stool                               | <input type="checkbox"/> 1 flight                                 | <input 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 checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" 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+			
<b>Stand</b>									
<b>Sit</b>				✓					✓
<b>Walk</b>									
<b>Run</b>									

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.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Date: August 2007  
HrSpec1\_551\_027\_02