

## **Personnel Specialist I**

### General Statement of Duties

Performs a variety of specialized and technical functions in the city's personnel division, including but not limited to, customer service, compliant resolution, employment, and benefits

### Distinguishing Features of the Class

An employee in this class performs specialized human resources work as assigned by the Director of Finance and Personnel. Work in this position includes employment verifications, assisting customers with employment information, resolving employee insurance issues, preparing state-mandated employment reports. An employee in this class is required to demonstrate tact, courtesy, and discretion in working with employees and customers regarding confidential matters. Work is evaluated for accuracy, customer service, and confidentiality by reviewing reports and by observing communications with employees and the public

### Duties and Responsibilities

#### Essential Duties and Tasks

Orients new employees to the City's benefit package, workers compensation program, and personnel policies.

Completes employment verifications verbally and in writing.

Answers departmental telephone; provides employment and personnel-related information to callers.

Assists employees in resolving health insurance problems.

Maintains all personnel records/files and administers all aspects of the Personnel Ordinance.

Assists the Director of Finance and Personnel in personnel related matters.

Implements personnel policies and procedures.

Serves as the liaison for the Director of Finance and Personnel on various committees where input from the Human Resources Division is necessary.

Administers the City's wellness program.

Assists in the initial interviewing of applicants, scheduling interviews, appraising their qualifications, and making recommendation to the Director of Finance and Personnel regarding qualified candidates.

Performs a variety of periodic special reports and assignments

Coordinates annual employee appreciation programs.

Maintains OSHA files and prepares OSHA reports.

Assists with exit interviews.

Handles the preparation of all job notices, advertisements, and the selection process.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- General knowledge of the personnel function and its impact on the organization.
- Skill in operating office machinery, including computer, calculator, copier fax.
- Computing, typing, and data entry skills with reasonable speed.
- Ability to maintain accurate records and prepare moderately complex records and reports.
- Strong organizational skills
- Ability to exercise tact and discretion when working with confidential information.
- Ability to understand and communicate benefits programs to employees.
- Ability to understand personnel policies and procedures and effectively communicate them to employees.
- Ability to establish and maintain effective working relationships with department heads, employees, and the general public.
- Ability to handle multiple priorities and requests with varying deadlines and requirements.
- Ability to communicate effectively in oral and written forms.

Physical Requirements

- Must be able to physically performs the basic life operational functions of stooping, reaching, hearing, talking, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare data and statistics, work with statistical data and accounting processes, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from high school supplemented with business courses and considerable personnel experience; or an equivalent combination of training and experience.

Special Requirements

- Pre-employment drug screen.
- Valid Driver's License.
- City of Eden application