



## JOB DESCRIPTION

### Human Resources Specialist

Date Prepared: February, 2016

**SUMMARY:** Under basic supervision, performs a variety of complex paraprofessional and technical duties in the Human Resources Division; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Coordinate staffing needs with City management and administer all phases of recruitment processes.
- Manage the City's online application system; evaluate applications; maintain accurate, complete, and current recruitment and testing records; train human resources clerical staff in recruitment procedures.
- Develop and administer written, technical, practical, and performance examinations; prepare statistical analysis of examination results; compute examination scores; prepare eligibility lists; ensure candidates are notified of all steps in the recruitment and selection processes.
- Monitor technical and selection interviews; extend and/or withdraws job offers.
- Prepare and revise classification position descriptions.
- Design employment brochures and marketing material.
- Attend job fairs and other events to promote City employment opportunities.
- Provide responsible and technical assistance in the analysis, implementation, and monitoring of departmental programs; assist with employee training, as assigned.
- Track department expenditures for adherence to budgetary boundaries; compile monthly, quarterly and yearly operations reports.
- Conduct surveys; research, compile, analyzes, and summarize data on salaries, classification, and benefits.
- Assist with employee discipline processes, personnel investigations, and prepare documentation and reports.
- Assist in the development and implementation of City policies and division procedures.
- Respond to verifications and confidential government agency inquiries.
- Attend various professional organization meetings, Committee meetings, department-related meetings, workshops, and other regulatory meetings as a representative of the City.
- Respond to complaints and requests for information from the public and City staff.
- Prepare and coordinate agency-wide personnel schedules with regard to the City's annual budget.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent, supplemented by 60 college semester units in a related field AND four years of experience in Human Resources preferably with a governmental agency. Proficient experience in Tyler Technologies - MUNIS system is highly desirable.

### **Knowledge of:**

- Modern office practices of Human Resources operations and activities.
- Human Resources policies and procedures governing the retention and release of confidential information.
- Americans with Disabilities Act (ADA) regulations.
- Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) regulations.
- City rules, procedures, policies, precedents, and functions.
- Office procedures and equipment.
- Microsoft Office including Word, Excel and PowerPoint.
- English usage, spelling, grammar, punctuation, and basic mathematical principles.
- Pertinent federal, state, and local laws, codes and regulations.

### **Skill in:**

- Providing efficient customer service.
- Communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Utilizing discretion when dealing with the public and employees on sensitive, confidential matters.
- Thoroughly carrying out oral and written instructions.
- Performing a variety of administrative duties in support of Human Resources programs.
- Responding to employee inquiries and requests for information within established guidelines.
- Maintaining accurate and complete record files.
- Operating office equipment; handling multiple priorities.
- Using patience, tact, and courtesy in dealing with the public; working harmoniously with departmental personnel.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public
- Applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

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Department Head Approval

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Date

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Personnel Officer Approval

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Date