

**Classification Title: Human Resources Specialist**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Provides information to employees by answering specific questions regarding employee benefits and/or the recruitment process. Investigates benefits and/or recruiting issues and communicates with vendor and employees. Processes system information to ensure timely activation. May facilitate employee benefits meetings, workshops and special seminars.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Duties may include providing benefit program information to active and separated employees and eligible retirees; posting, screening and referring qualified applicants to hiring managers for entry-level positions; organizing wellness fairs and employee orientations; and distributing documents for timely submission to vendors.
2	S	Investigates and resolves benefits and/or recruitment questions and issues with internal and external customers. Communicates to determine facts and obtain successful resolution. Conducts background checks and completed required documentation.
3	S	Provides forms and assists in forms completion; counsels on recruitment and application process, benefits changes, tax changes, beneficiary changes, and/or other related issues that may affect benefits/payroll deductions. Provides administrative and technical support to recruitment, classification, compensation, and/or benefits functions.
4	S	Works with current and potential retirees on defined benefit and defined contribution plans and accounts, eligibility provisions and the distribution of statements.
5	S	Provides feedback and information to management regarding plan changes and recommendations to programs to effectively meet the needs of all recipients. Meets with vendors, management, staff and employees.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Associate’s degree in Human Resources Management, Public Administration, Business Administration or related field.
Experience	Three years of experience in human resources.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.