

Senior Human Resources Specialist – Confidential

Definition:

The Senior Human Resources Specialist-Confidential is the senior level in the Human Resources Specialist flexible classification series. Incumbents provide technical assistance to applicants, county employees and department staff in the administration of talent acquisition, onboarding, payroll, employee relations, and learning and development on behalf of the Human Resources Division of the County Administrative Office. Work performed is complex in nature which requires a comprehensive knowledge of human resources programs and services. The Senior Human Resources Specialist-Confidential works independently and exercises good judgment in the performance tasks in delineated areas of responsibility. Positions in this class are categorized as confidential due to the sensitivity and nature of information incumbents will be privy to that affect employee relations.

Essential Functions:

- Provides technical assistance to applicants, county employees, and county departments in the administration of talent acquisition, onboarding, payroll, employee relations, and learning and development for the Human Resources Division-
- Oversees and may assist employees in completing various human resource documents.
- Reviews and approves various personnel transactions for completeness, accuracy, and compliance.
- Prepares, processes, and approves personnel transactions which may include leaves of absences, Notices of Employment (NOE), Change of Employee Status (CES) and may update and maintain personnel history transactions and adjustments.
- Creates and maintains personnel records in accordance with county policies and procedures.
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling payroll, and coordinates with management and/or departments in resolving omissions and discrepancies.
- Assists with various recruitment processes, including the development and posting of recruitment announcements and other related documents, reviews and screens employment applications and determines eligibility, disseminates information regarding county employment and services, proctors assessments, and certifies list of eligibles after qualifying examinations have been completed.
- Assists with job classification studies and prepares job specifications, develops survey instruments, conducts salary surveys, and assembles data collected for review.
- Assists in coordinating and responding to investigations and complaints.
- Assists in developing, scheduling, and presenting employee training, orientation, and recognition programs.
- Schedules pre-employment and post-employment physicals, return to work, and drug and alcohol screening.
- Contacts employees and prospective employees with pre-employment and pre-promotional screening information, and answers all questions related to results.

- Uses a personal computer and associated software.
- May assist in training other Human Resources Specialists and support staff.
- Performs other job-related duties as assigned.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report to work as soon as practicable, following a significant emergency or disaster.

Employment Standards:

Sixty semester or 90 quarter units from an accredited college or university sufficient and four years of related work experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job, or an equivalent combination of education and/or experience.

Qualifying related work experience may include job tasks in one of the following areas: talent acquisition, onboarding, payroll, employee relations, and learning and development.

Possession of a valid California Motor Vehicle Driver's License is required upon appointment.

Knowledge of: basic human resource programs; basic functions of a human resources department; office operations and clerical functions; business English including Spelling, punctuation, grammar and vocabulary, principles and methods of public relations/customer service and interviewing techniques; data gathering, compilation and report writing.

Ability to: Read and comprehend technical material; maintain confidential information; communicate orally and in writing; gather and analyze a variety of data and prepare appropriate reports; coordinate and prioritize assignments; apply basic statistical and mathematical concepts; establish and maintain effective work relationships; work effectively in teams; and operate a personal computer and associated software.