

HUMAN RESOURCES SPECIALIST I

Definition:

Under close supervision, performs a variety of paraprofessional/technical human resources activities and services County-wide or in support of human resource functions within a county department.

Distinguishing Characteristics

The Human Resources Specialist I is the entry level in the Human Resources Specialist flexible classification series. Incumbents provide assistance to applicants, county employees and Human Resources Division staff in the administration of employee benefits, employment services, equal employment opportunity, and labor relations. Work performed is under close supervision and is limited in scope and complexity. As knowledge and experience is gained, incumbents may work on more technical non-routine human resources tasks. This classification is also used by operating departments to assist in the maintenance of a departmental human resources program. 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. The Human Resources Specialist I is distinguished from the Human Resources Specialist II classification by its limited scope and routine tasks performed.

Promotion to the Human Resources Specialist II is considered on a merit basis and subject to the approval by the department head.

Essential Functions:

- Responds to a variety of inquiries, including but not limited to training, recruitment, payroll and benefits.
- Oversees and may assist employees in completing various human resources 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.
- Establishes and maintains employee personnel files and other personnel records in electronic or paper form; scans personnel documents and manages files; coordinates employee access to personnel records.
- Receives, processes and maintains employee performance appraisals.
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling payroll, employment services, employee benefits and other fiscally related information; 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 equal employment opportunity programs and activities; researches and gathers data related 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 other miscellaneous appointments; contacts employees and prospective employees with physical information; answers all questions related to physicals and results.
- Explains, notifies, and advised employees of benefit provisions for county benefit programs; records and updates employee benefit coverage records; and compiles benefit data and prepares summary reports.
- Assists with updating payroll insurance tables and transfers premium amounts between County accounts; bills and collects premium payments from employees on leaves of absence or on COBRA coverage.
- Assist in reconciling bills from service providers to County service records and prepares claims for payment to providers; assists management, employees and insurance companies in resolving issues.
- Prepares and distributes informational literature to employees and attends meetings as required.
- Uses a personal computer and associated software.
- Performs other job-related duties as assigned.

Employment Standards:

High School Diploma, G.E.D. or equivalent and one (1) year of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Qualifying related work experience may include job tasks in one of the following areas: payroll, employee benefits, employment services and employee relations.

Possession of a valid California Motor Vehicle Driver's License.

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.

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.

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