Job Description

Job Title:	Human Resources Specialist	Classification:	Classified
Department:	Human Resources	Grade:	160
Occupational Group:	Human Resources	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs a variety of professional and paraprofessional level human resource functions in the areas of employment, payroll, benefits, training, and compliance. May perform a variety of general safety and risk management functions in loss control, safety, and claims management.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Develops and executes routine advertisements and postings for external and internal recruitment and promotional processes. Develops print advertisement; develops and uses social media marketing as needed.
2. Attends recruiting events; assembles/disassembles and oversees recruiting booths during recruiting events; recruits interested applicants.
3. Reviews and screens incoming employment applications and resumes.
4. Schedules and oversees internal and external candidate interviews. Schedules and may conduct interviews. Prepares reports, including interview summaries, for the hiring department.
5. Manages and completes the administrative functions for the new hire on-boarding process;
   a. verifies pre- and post-offer testing is successfully completed before action taken;
   b. completes I-9 form and reports;
   c. communicates the official employment date and benefit summary to new hires;
   d. notifies supervisors and managers of new employee hire dates;
   e. enters new hire information into computer system, creates and ensures completion of employee computer sign-on information and calendar notifications before employment commences;
   f. creates employee identification badge and issues keys, when available, and as needed.
6. Orders external background checks for new hires and documents results.
7. Ensures recruitment effort provides sufficient applicants to meet the needs of departments. Communicates concerns with the quantity or quality of the applicant pool to the supervisor in a timely manner.
8. Manages random drug/alcohol testing program's monthly random draws; updates eligibility list; notifies employees or supervisors of testing orders; monitors results. Notifies supervisors of concerns with timely submission or positive test results in order for action to be taken.
9. Conducts and proctors employment testing.
10. Tracks and reports new hires and employee terminations on a monthly basis. Ensures recruitment data is entered into the Department's Dashboard report.
11. Coordinates with outside agencies for hiring temporary staff for operating departments. Tracks City's utilization of temporary staffing.
12. Manages the eligibility, enrollment, utilization, tracking, termination, and reporting for City benefit programs such as health, dental, vision, and life insurances, retirement programs, FMLA, Return to

Work, Care Leave, EAP, and Tuition Reimbursement programs. Responds to employees regarding eligibility or deduction questions. Provides accurate and timely reporting.

13. Contributes effectively to the Human Resources Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
14. Takes minutes at internal or external meetings; produces accurate summary in written report.
15. Completes payroll data entry, maintains and files records to ensure compliance with record retention policies.
16. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

Other Duties

- May assist with a variety of general safety and risk management tasks.
- Sets up and oversees employee banquets, picnics, and special activities/events.
- Participates in employee committees as assigned.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Federal and State employment laws, policies, regulations, and guidelines; City's Charter and Personnel Rules and Regulations; City of Joplin's employment, compensation, and benefits practices; effective communication strategies and techniques for adult learners; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees/officials and the public; understanding and interpreting complex laws, regulations, policies, procedures, and guidelines; providing quality customer service; written and verbal communication; accurately entering data into computers for payroll and reporting purposes; Microsoft Office Suite.

Education: Graduation from an accredited college or university with an Associate's degree in Human Resources, Personnel Management, Business Management, or related discipline is required. A Bachelor's degree in a related discipline is preferred, but not required.

Experience: Three years of Human Resources experience is required, but may be substituted on a year-for-year basis, based on completion of education.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	