

CSC Adopted: March 2005; CSC Revised: March 2012; January 2016; July 2016; October 2019

Class Title: Personnel Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Assists with the recruiting, total absence management, benefits, personnel management and new hire testing process of a department. Acts as a liaison between the department and/or City with both internal and external entities. Performs general Human Resources duties. May serve as a point of contact for a specific initiative or program. Provides technical and financial information to employees, retirees, departments, and other agencies. Performs activities related to wage and salary and benefits administration.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 S	Assists with departmental recruitment efforts by preparing advertisements for open positions, participating in the interview process, and processing new employees. Assists with the development of a departmental recruitment strategy.
2 S	Coordinates the City’s total absence management program in conjunction with the Department of Human Resources. Provides benefit information to employees and coordinates open enrollment.
3 S	Assists in the promotion of Human Resources related initiatives, both internally and externally. May act as a representative for the City to external entities, organizations and individuals. May serve as a point of contact for a specific initiative or program.
4 S	Gathers, analyzes and interprets salary data, and prepares preliminary reports for management. Analyzes departmental HR issues like turnover and absenteeism and makes appropriate recommendation. Maintains leave, pay and benefit records for Human Resources staff to assist with statistical reporting.
5 S	Instructs, assists, and supports department representatives and employees by ensuring proper procedures are followed, completing audits, and helping them to complete necessary system input documents and/or paperwork. Interfaces with functional areas of the department including recruitment and employment, personnel records, employee relations, compensation management, benefits, total absence management, and training. Analyzes and recommends enhancements to payroll and benefits procedures and systems, reviews new releases, tests system upgrades and adjusts and verifies results for accuracy. Coordinates and provides training for system end users.
6 S	Processes a variety of information for benefits programs or payroll by verifying accuracy of information as related to applicable policies and procedures or ordinances; obtaining additional pertinent information and ensuring that information is accurately entered into automated systems; generates reports and queries, as needed.

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Physical Strength Code		ESSENTIAL FUNCTIONS
7	S	Completes billing reconciliations by analyzing accounting data related to receivables, payables, and month end financial reports, reconciling bank statements for auditing, preparing documentation for internal and external auditing purposes, consulting with other departmental personnel and providers to resolve discrepancies for payroll deductions and provider payments, reviewing and editing providers' billing statements, processing payments in the financial system, forwarding checks to benefit providers, developing and maintaining spreadsheets for analysis of accounts, monitoring account transactions for accuracy and validity, and making recommendations for corrections to billings and payments.
8	S	Coordinates the processing of employee grievances, disciplinary actions, and other departmental employment relation issues. Interprets personnel policies and procedures, and provide technical assistance and advice to departmental supervisors, representatives, and employees on a variety of personnel management matters.
9	S	Performs other duties as assigned. May assist with the new hire and promotional testing processes.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree.
Experience	One (1) year of related experience is preferred.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read various reports, correspondence, policies and procedures, legislation, and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, statistical analysis.
Writing	Work requires the ability to write correspondence, various reports, and employment advertisements.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents and requires problem solving ability.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision-making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

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

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, training, career fairs, employee relations, special team functions
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Test administration, inter-office, department visits, off-site visits
Lifting	O	Boxes, various equipment, files, documents, reports, supplies
Carrying	O	Boxes, various equipment, files, documents, reports, supplies
Pushing/Pulling	O	Storage boxes, testing equipment
Reaching	O	Boxes, various equipment, files, documents, reports, supplies
Handling	C	Storage boxes, audio/visual equipment, files, folders, documents, reports, office supplies, test equipment, career fair supplies and materials
Fine Dexterity	C	Computer keyboard, calculator, writing, use of test equipment
Kneeling	O	Conducting test process, access to file cabinet drawers, during employment site visits
Crouching	O	Conducting test process, access to file cabinet drawers, during employment site visits
Crawling	O	Conducting test process, access to file cabinet drawers, during employment site visits
Bending	O	Conducting test process, access to file cabinet drawers, during employment site visits
Twisting	O	Conducting test process, access to file cabinet drawers, during employment site visits
Climbing	R	Stairs
Balancing	O	Conducting test process, access to file cabinet drawers, during employment site visits
Vision	C	Computer, desk work, reading, conducting test processes, evaluating applicants, driving
Hearing	C	Telephone, staff, clients, meetings, presentations, special functions
Talking	C	Telephone, staff, clients
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, copy machine, fax machine, calculator, typewriter, telephone, VCR, camcorder, overhead projector, stop watch, clipboard, tape measure, tape recorder, variety of testing equipment, Standard Microsoft Windows and Office software, Internet/Intranet, PeopleSoft, City financial system, Laserfiche, vendor total absence management systems, City recruitment system, any City HRIS.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)