

CITY OF BELMONT
HUMAN RESOURCES SPECIALIST
Salary Grade 14: Minimum \$43,483 – Maximum \$65,225

GENERAL STATEMENT OF DUTIES: Performs a wide variety of duties in the human resources department; assists in the coordination and implementation of HR initiatives; performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class assists the Human Resources Director with personnel programs designed to help the City achieve its mission and vision. Work may include answering general Human Resources questions, creating reports, and responding to inquiries periodically when due or upon request.

Functions include recruitment and selection; fringe benefits maintenance; employee relations and personnel records management. Work is performed under the general supervision of the Human Resources Director and is evaluated through periodic conferences, observation of results achieved, and review of records, reports, and files.

ESSENTIAL JOB FUNCTIONS:

- Handling of onboarding and offboarding employees to include but not limited to: interviews, orientations, exit interviews, scheduling, applicant inquiries, state reporting etc.
- Responds appropriately and timely to employee inquiries;
- Maintains accurate and up-to-date human resource files, records, and documentation;
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers;
- Assists with Safety Committee meetings and programs;
- Prepares reports to respond to public records requests;
- Assists with the development of employee engagement initiatives;
- Assists with planning and execution of special events such as open enrollment, organization-wide meetings, employee recognition, etc.;
- Assist with employee wellness program planning and execution;
- Performs benefit tracking, entry, changes and deletions;
- Support all personnel functions and assures that they are in compliance with applicable federal, state, and local laws and ordinances; preserves the confidentiality of the information in these records;
- Prepares and distributes periodic management reports;
- Monitor short-term disability and FMLA for employees;
- Assist with attendance tracking;
- Complete other duties as assigned;

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include stooping, kneeling, pulling, fingering, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures; use a computer; and do extensive reading. An employee in this position is not substantially exposed to adverse environmental conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Possesses considerable knowledge of the theory, principles, and practices of personnel administration including insurance programs and other functional areas; considerable knowledge of the laws, rules, and regulations which apply to personnel policies and practices in the municipal sector. Possesses considerable knowledge of the trends and modern technology now being implemented in the profession; ability to make recommendations and reports in oral and written form, utilizing strong grammatical skills; ability to communicate effectively with managers, employees, and the general public. Possesses some knowledge of the principles of organizational development, organizational psychology, and statistical methods; ability to analyze facts, programs, and benefits costs and assist in making recommendations and reports. Possesses ability to maintain the confidentiality of personnel records and discussions. Possesses ability to establish and maintain effective working relationships with other officials, department heads, employees, and the general public. Skilled in problem-solving, conflict resolution, and group facilitation.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a Bachelor's Degree in Human Resources, Business Management or other applicable Human Services related field; some experience, preferably in municipal government; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

DISCLAIMER:

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The physical requirements and working conditions section of this classification may vary from position to position. The City reserves the right to assign or otherwise modify the duties assigned to this classification.

Pre-Employment Drug Screening is required.

APPLY: Submit resume or letter of interest to HR Department-Hannah Rayburn.,
hrayburn@cityofbelmont.org

Equal Opportunity Employer