



**CITY OF PETALUMA
CLASS SPECIFICATION**

Date: 04/19/21
Job Class: 01HRSC

Human Resources Specialist

Summary

Perform a variety of skilled generalist work tasks and activities related to human resources and risk management functions including recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, employee and labor relations, benefits administration, workers' compensation, workplace safety, insurance review, and claims investigation and management.

Class Characteristics

General supervision is provided by a higher-level supervisor or manager; responsibilities may include the indirect supervision of technical and/or support staff.

There are multiple positions in this classification and duties will vary based upon designated area of responsibility.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Oversee and coordinate the daily work activity of the City's workers' compensation program.

Process and prepare specialized forms and documents including the State of California workers' compensation claim and report forms; track and monitor employee leave of absence, lost time, transitional light duty, and return to work.

Work with city employees, department managers, and workers' compensation claims adjuster on the status of an injured employee.

Communicate updates and changes in status to all interested parties; gather and organize information and maintain employees' workers' compensation files.

Oversee and coordinate the city's disability management program.

Plan and conduct recruitment and examining activities; develop job announcements; write and place job advertisements; schedule examination process; screen applications; notify applicants as to his/her status and the timing of the selection process; contact potential raters for oral boards and coordinates scheduling of oral boards; work with departments on the recruitment and examination process; administer written and performance examinations and monitor oral board examinations; verify examination results; coordinate and monitor certification, selection, medical examinations, and start dates.

Review eligibility lists and extend them as appropriate.

Maintain Cal OSHA logs and post annually.

Provide staff support to city's safety committee; prepare agenda safety meetings, meeting notes, and coordinate meeting times and events.

Assist and coordinate the city's Injury and Illness Prevention Program along with safety training programs.

Serve as a liaison between employees and benefit providers.

Process employment separations including CalPERS service and disability retirements.

Oversee and coordinate retirements; meet with and provide information and resources to employees; process appropriate forms.

Prepare required employee notices such as COBRA and FMLA.

Provide and coordinate enrollment sessions for health benefits and other benefit programs; oversee and coordinate enrollment and changes pertaining to various benefits; develop and maintain city wellness programs and initiatives.

Oversee and coordinate mandated leaves, including state and federal.

Provide skilled assistance and information to city employees, supervisors, and managers in a variety of areas related to human resources and risk management administration.

Respond to questions and requests for assistance and information from applicants, candidates, employers, claimants, and the general public.

Examine documents, records, and forms for accuracy, completeness, and conformance with applicable rules and regulations.

Review and interpret policies, procedures, City rules and regulations, MOU's, and other documents.

Conduct a variety of research, studies, and surveys in support of and coordinate and administer various human resources and risk management programs.

Prepare and process agenda items for City Council approval.

Prepare and process professional service agreements.

Enter, retrieve, and prepare data from various computer programs; track various information, such as part-time hours, PEMHCA, workers' compensation, and cash-in-lieu; prepare, proofread, and/or check correspondence, reports, and documents for accuracy, completeness, and compliance with policies, and procedures, including correct English usage, grammar, punctuation, and spelling.

Create, modify, and revise forms.

Gather information on classification studies to determine the appropriate duties, responsibilities, qualifications, and other requirements are specified.

Prepare and/or update class specifications.

Oversee and coordinate the city's performance evaluation appraisal system; provide training to supervisors; keep the program updated and current.

Assist with the labor relations process.

Conduct employee employment orientations and exit interviews; assist with on-boarding and off-boarding of staff.

Assist in the preparation and monitoring of the department's budget.

Assist in determining annual training needs; coordinate workshops, design schedule, and organize resources.

Process and assist in the investigation and resolution of formal and informal complaints; prepare related correspondence.

Assist with the completion of the City's insurance renewal applications.

Perform related duties as assigned.

Skills/Abilities:

Accurately process employee records, claims, and employment transactions.

Maintain human resources and risk management database systems, including HRIS and Risk Console, and generate reports.

Organize work, set priorities, meet deadlines, and follow up on assignments.

Organize and maintain files, records, reports, and data.

Understand and explain human resources and risk management policies and procedures.

Initiate work activity and use independent judgment.

Work well under pressure and with competing demands.

Continuously improve upon work procedures, practices, and methods.

Identify potential personnel issues, formulate and recommend conclusions and solutions.

Proofread documents for accuracy and completeness.

Type accurately at a rate that will result in a timely work product.

Learn, use, and apply new software applications to work activities.

Understand and work basic mathematical concepts.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the

computer, keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate

Qualifications

Knowledge of:

Principles and practices of public administration.

Policies, practices, rules, and regulations affecting human resources and risk management administration.

Procedures and issues involved in administering various human resources and risk management programs including, benefits, workers' compensation, workplace safety, investigation and claims management, disability management, and other benefit programs.

Workers' compensation regulatory guidelines and CalOSHA regulations; federal and state laws related to mandated leaves (COBRA, FMLA) and disability leaves and issues.

Principles of methods and techniques of investigation and the settlement of personal injury property damage and subrogation claims; knowledge of California tort law.

Knowledge of development and management of employee safety and wellness programs.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to an Associate's degree with major course work in public administration, business administration, human resources, or a related field.

Experience:

Three years of progressively responsible journey-level public sector human resources experience. Experience in public sector recruitment, selection, benefits administration, claims management, or workers' compensation is highly desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Must be available to work outside normal working hours when necessary.

Established: 01/24/05

Resolution #: 2005-014 N.C.S.; 2021-050 N.C.S.

Revised: 06/30/06; 04/19/21

Department: Human Resources

FLSA Status: Non-exempt