

City of Dunedin, Florida
Class Description

Position Title: **Human Resources Specialist**
Human Resources & Risk Management Department

GENERAL DESCRIPTION OF DUTIES

Under general supervision, performs routine to moderately difficult human resources and administrative duties to support the department director and staff, which include but are not limited to recruitment, coordination of employee training, researching and compiling data, ordering and maintaining department's inventory of office supplies and equipment, maintaining computer record-keeping operations, assisting with budget entry and monitoring, maintaining financial records, establishing and maintaining filing systems, etc. Performs other related work as directed. This is a confidential position which requires discretion, excellent customer service skills, tact and some degree of independent decision making for routine tasks. This position reports to the Director of Human Resources & Risk Management.

SPECIFIC DUTIES AND RESPONSIBILITIES

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Recruitment/Hiring

- Serves as primary contact for hiring managers throughout recruitment and selection process.
- Develops job postings; advertises/posts position openings.
- Pre-screens applications for completeness and qualifications; prepares and maintains position eligibility certification lists for review and approval.
- Communicates with job applicants, responding to inquiries, sending status notices, making conditional job offers, etc.
- Coordinates pre-employment physicals/drug screens and conducts background checks of candidates selected for hire.
- Coordinates and assists with new hire onboarding.
- Reviews/processes new hire paperwork, according to established checklists; makes related entries in City's HRIS, applicant tracking system, monthly operations report, and personnel card.

Continuing and End of Employment

- Maintains I-9 forms folder; coordinates periodic audits.
- Processes and tracks employee evaluations/merit increases; sends reminder notices to department.
- Logs, reviews, routes, scans, and distributes all employee performance evaluation forms and PAR's; calculates pay rate adjustments.
- Reviews/processes end of employment paperwork; makes related entries in HRIS, applicant tracking system, operations report, and personnel card.

- Schedules exit interviews for separating employees; sends exit interview paperwork to separating employees.
- Responds to telephonic Employment Verifications.
- Prepares and tracks all Personnel Action Request (PAR) forms.
- Assists employees as needed with routine policy interpretation, benefits, or other questions.
- Conducts monthly reporting to the Bureau of Labor Statistics (BLS) and State reporting agencies.

Employee Relations, Training and Other Activities

- Coordinates quarterly luncheons with the City Manager, appointments with Retirement plan providers.
- Coordinates Citywide training registration and room reservations.
- Coordinates employee training with the Pinellas County Training Consortium.
- Assists with the planning, coordination and implementation of various special events such as lunch 'n learns, and annual HR events, including but not limited to Lunch with the City Manager, Benefits Open Enrollment, the annual Employee Recognition Picnic, Public Service Recognition Week, Take Our Children to Work Day, Wellness Fair, etc.
- Assists with the coordination and implementation of Wellness program activities.
- Oversees anniversary milestone program, including monthly anniversary reports and card distribution.
- Develops and maintains the department's webpage on City website.
- Develops applicant tracking templates, filters, etc. as needed.

General HR Administrative Duties

- Maintains personnel files with confidentiality.
- Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person
- Greets office visitors and responds to general inquiries; opens and distributes daily mail, handles routine correspondence.
- Maintains and updates director's calendar as needed; keeps staff apprised of schedule changes.
- Composes, types, proofreads, copies, and files various routine and confidential correspondence including, letters, agreements, forms, memos notices, reports and other correspondence.
- Distributes and/or transmits correspondence using a variety of media including inter-office mail, emails, faxes and/or regular mail.
- Processes department purchasing/budget requests and invoices for approval and payment: reconciles bills and prepares requests for payments to providers; inputs Purchase Orders, Check Requests, & New Vendor Requests in City's financial software.
- Tracks and itemizes type of spending for certain budget accounts in excel spreadsheet; tracks department office supplies budget, project and/or other budget funding as directed.
- Solicits quotes and negotiates price renewals as requested.
- Makes purchasing card payments to providers via phone/internet.
- Maintains Workplace Compliance Posters
- Administers City ID card process and maintains employee photo database.
- Assists in the coordination, scheduling and preparation for various Department and Committee/Board meetings.
- May attend Board or Committee meetings as needed; prepares and distribute meeting minutes.
- Researches, compiles and maintains data/records of a routine to moderate level of difficulty.
- Performs computer data entry to record and retrieve department data; creates and maintains spreadsheets as needed.

- Scans and files all employee personnel files into computer database.
- Ensures the proper and prompt maintenance of office equipment; orders office supplies as needed.
- Assists with Departmental audits.
- Completes reports, surveys, and other related assignments as required.
- Develops and maintains standard operating procedures for position.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine clerical duties, including copying and filing documents, collating materials, ordering office supplies, running errands, faxing/scanning/emailing information, transcribing recordings, etc.

Updates and maintains various HR/Risk Management forms.

Serves on employee activities committee(s) and/or other City committees.

Processes Records Requests as assigned.

Arranges guest accommodations and travel reimbursements for out-of-town applicants.

Manages or assists with special projects and related duties as assigned or required.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires at least a Bachelor's degree in Human Resources or closely-related field, supplemented by a minimum of three years of recent verifiable work experience in human resources in the specialist or generalist role. At least one year of administrative work experience is preferred. Experience working in a government environment is also preferred.

Intermediate to advanced proficiency in Microsoft Word, Excel, PowerPoint, and Outlook is required, with intermediate proficiency in the use of Human Resources Information System (HRIS) software. Experience in maintaining a webpage, using report-writing software, HRIS, and applicant maintenance software is preferred. Basic bookkeeping skills are a plus.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Must possess a valid Florida driver's license.

HR certification is preferred, but not required.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Human Resources Specialist. Knowledge of the principles and practices of Human Resources administration, particularly as they relate to recruitment, training, employee relations and benefit activities. Knowledge of local, State and Federal laws and regulations of personnel and payroll administrative policies and procedures, including the Florida Sunshine Law. Has a working knowledge of how to effectively support a department director and staff. Has general knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of and skill in the use of modern office practices and equipment, including Microsoft Office products (Word, Outlook, Excel, PowerPoint, and Publisher), with the ability to quickly and independently learn new software. Is skilled in applying attention to detail as necessary in preparing related documents such as personnel action request forms, reports and correspondence. Has excellent administrative, coordination, and interpersonal skills. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Possesses the ability to perform duties in a courteous and professional manner and with the utmost integrity and in the best interest of the department and City. Is able to multi-task while working with tight deadlines and shifting priorities. Is able to offer assistance and support to co-workers as necessary. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Has the ability to maintain confidentiality as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision, to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Ability to regularly attend work and arrive punctually for designated work schedule. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Is able to research, organize and utilize information necessary in the preparation of documents. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Must possess excellent customer service skills and be able to establish and maintain effective and cooperative working relationships with supervisors, department co-workers, other employees, members of the public and those contacted in the course of work. Skill in dealing tactfully and professionally with internal and external customers, including distraught, discourteous or irritated customers.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax/scanning machine, recording equipment, calculator, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Excellent use of business English, spelling, punctuation, grammar, style and diction. Is able to clearly communicate and understand information in English, both orally and in writing. Fluency in a foreign language is helpful, but not required.

Mathematical Aptitude: Requires the ability to accurately perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to

interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Use critical thinking skills to arrive at solutions and suggest improvements to processes.

ADA Compliance

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral and verbal communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:

Director of Human Resources & Risk Management

Date

Employee Signature

Date