

HUMAN RESOURCE SPECIALIST

General Statement of Duties: Responsible for the implementation, execution, and continuous improvement and monitoring of the City's personnel activities imposed by the City's employment policies and procedures. Also does related work as required.

Distinguishing Features of the Class: This is responsible administrative work in planning, organizing, directing and coordinating the personnel activities of the City. The work involves the development of a broad program of personnel planning, reporting, control and service. The employee in this class formulates operating policy and procedures for the personnel administration of the City and recommends personnel policies to the City Administrator. The work is performed under the general direction of the City Administrator. However, the employee must use initiative, discretion, and specialized knowledge in the attainment of desired objectives. The employee assists with the overall supervision of the human resource function for the City.

Examples of Work: (Illustrative Only)

- Assists with collecting and compiling data related to employee compensation and benefits;
- Assists with recruitment, testing, and interviewing for City employment positions;
- Designs and administers training and development programs for new hires and promotions;
- Assists with the processing of claims, billing information, and maintenance of required reporting data for work-related injuries;
- Assists with the processing of billing information, enrollment, and maintenance of required reporting data for fringe benefit packages;
- Assists with the implementation of City programs to comply with the Americans with Disabilities Act, Worker's Compensation, State Unemployment Insurance, affirmative action, EEOC, COBRA, FMLA, ACA, MIOSHA, 457 Plan, 401a Plan, RHS Plan, etc.;
- Assists in the monitoring of the Employee Tuition Reimbursement Program;
- Assists in case management for employee work related and non-work related injuries and illnesses;
- Coordinates a wide variety of Human Resource activities, programs, and the completion of required reports;
- Conducts studies, assesses long term cost and recommends insurance benefit vendors for employee health care, dental, optical, disability, and life insurance coverage;
- Drafts, recommends, and enforces Human Resource policies, rules, and regulations;
- Assists with employee relations programs, including wellness activities, recognition events, and employee gatherings;
- Assists with the administration and enforcement of the provisions of policies and union contracts;
- Meet with employees relative to City personnel activities;
- Prepares and administers examinations when deemed desirable and practicable;

- Initiates the development of personnel system forms, procedures and methods of record-keeping;
- Maintains personnel records by all departments;
- Maintains a roster of all persons in the City service;
- Performs other personnel work including employee training, counseling, safety activities and group insurance programs;
- Works with other departments in developing training and safety programs for both employee development and compliance issues;
- Collects, records, and maintains data relative to staff training and safety programs;
- Responsible for training and area set-up and staffing;
- Recommends and assists with developing budgets for projected training and safety programs;
- Reviews and researches employee grievances;
- Prepares advertisements for newspapers;
- Attends City Council or commission meetings as required.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities: Thorough knowledge of business methods; good knowledge of the principles and practices of public personnel administration including examination, classification, compensation, fringe benefits, in-service training and safety techniques; good knowledge of the qualifications and characteristics of major occupational groups; good knowledge of local government organization and procedures; ability to develop long-term plans and programs and to evaluate work accomplishments; ability to establish and maintain effective relationships with other City officials and employees and with the general public; ability to effectively present facts and recommendations in oral and written form; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to plan, supervise and review the work of technical and clerical subordinates; ability to formulate and administer personnel policies and procedures; previous work experience coordinating employee training and development programs; skilled in the operation of a personal computer including Microsoft Office suite; experience with BS&A software preferred; tact and courtesy; good judgment; thoroughness and dependability; good physical condition; current, valid Michigan Driver's License with a driving history that does not create liability concerns which include, but is not limited to, convictions for reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving.

Acceptable Experience and Training: considerable business experience, some of which shall have been in professional personnel administration, and a minimum of an associate's degree from an accredited college or university in business management, human resources, public administration, or a related field or any equivalent combination of experience and training which provides the required knowledge, abilities, and skills;