



## JOB DESCRIPTION HUMAN RESOURCES SPECIALIST

### THE POSITION

Under direction of the Executive Assistant or District Manager this position performs a variety of duties in support of the human resources functions.

### EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

Provides assistance in the areas of: classification and compensation, including pay and status change; employee recruitment, including job analysis and descriptions, pre-employment procedures, processing and orientation; employee benefit programs, including open enrollments and conducting workshops (group life, health, dental and disability insurance, retirement and deferred compensation programs, flexible spending and employee leave programs); labor law compliance; preparation of various documents (forms, letters, reports, memoranda, flyers, presentations, others); organization and maintenance of office supplies, benefits materials, filing systems; confidential personnel matters, reports and related records; employee and public relations inquiries.

The position may perform other related duties as assigned.

### EMPLOYMENT STANDARDS

#### Knowledge, Skills and Abilities:

Knowledge of: principles and practices of human resources; methods used in conducting research and analyzing data; employee performance evaluation and discipline; benefit administration; recordkeeping; business letter writing and basic report preparation; office procedures and general office equipment and programs.

Ability to: provide professional human resources support; work independently; understand, interpret and apply human resources theory, policy and procedures, laws and regulations; respond to employee inquiries, complaints, concerns and needs; assist with maintaining accurate and complete employee records; maintain benefits and office materials, and archived District records; adapt to changing technologies and learn functionality of new equipment and software systems; communicate clearly, both orally and in writing; organize workshops and present material; establish and maintain effective working relationships with those contacted in the course of work.

Any combination of education and experience that would likely provide the required knowledge, skills and abilities, such as college-level course work in human resources, public administration or a related field. High School graduation or G.E.D. equivalent, and a minimum of one (1) year of increasingly

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responsible human resource experience, preferably in the public sector, are required. Skilled with the operation of computer and applicable software, including Microsoft Outlook, Word, Excel, PowerPoint. Experience working with ADP Workforce Now is highly desirable. A valid California Driver's License with good driving record is required.

## PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional bending, kneeling, squatting, reaching overhead, stretching, working on rough or uneven terrain; occasional lifting, carrying, pushing and/or pulling limited to less than 40 pounds; frequent handling and dexterity. Position requires the operation of computer, printer, typewriter, 10-key, photocopier, postage meter, other general office equipment, and District vehicle.