



HR Specialist I HR Specialist II

General Information

Classification Code:	ADMSPC
Effective Date:	January 1, 2022
Pay Grade:	B21-B22
FLSA Status:	Non-exempt

Position Summary

The HR Specialist performs administrative support services for the department which includes recordkeeping, research, and compilation of data, processing of personnel actions, administrative and technical support for labor relations, payroll, budget and expenditures, office management, recruitment and selection, risk management, and benefit administration.

Classification Characteristics

The Administrative Specialist is the second level in the Administrative Support series and is responsible for performing advanced administrative duties in support of a department, division, executive, or specialized program. Administrative Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower-level support staff.

HR Specialist I – This is the contributing level class in the Administrative Specialist classification. This class is distinguished from the HR Specialist II by the performance of more basic and/or routine advance administrative skills. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited work experience

HR Specialist II – This is the fully journey level class within the Administrative Specialist classification. This class is distinguished from the HR Specialist I by the assignment of the full range of duties assigned. This class performs some advance skills involving customer service and administrative support activities that require an understanding of established and defined department or program policies and procedures. Duties are performed independently under general guidance from a supervisor. Positions assigned to this classification are flexibly staffed and are normally filled by advancement from the first level. When filled from the outside, they require several years of prior professional experience in the assigned field.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Provide primary receptionist duties for the HR Department to the public and employees by telephone and in person. Answers inquiries from staff and the public, in person, through written correspondence and online communication.
- 2 Audits, enters, and files performance appraisals. Reviews and follows up with supervisors regarding appraisal status and overdue evaluations.

Essential Duties	
3	Assists in maintenance of Human Resources Information System (HRIS) by creating, maintaining, and updating confidential personnel information and data entry of personnel actions. Review personnel actions for accuracy; process personnel actions according to procedures. Runs and audits various HRIS reports.
4	Assist Human Resources staff with a variety of clerical and administrative support activities including updating databases, spreadsheets and documents. Update, verify, and track information. Provide standard reports, as needed. Orders needed materials and supplies. Maintains technology replacement log.
5	Oversees and maintains various files and records in accordance with public records retention laws; collects data and prepares letters and a variety of documents. Process and distribute ASD work area mail, paychecks and pay advices.
6	Maintain Human Resources Department website by keeping information current through regular review and updates.
7	Completing financial tasks involving the monitoring and processing of transactions. Processes invoices and purchase orders. Tracks accounts payable payments and balances.
8	Assists risk management program through employee DOT drug testing notification and tracking of related medical records; acquiring and tracking annual driving history verification; assisting with chemical safety data sheet (SDS) tracking and software administration.
9	Assists with employee benefit program, leave requests, and other employee status change documentation. Responds to employee inquiries, facilitates benefit changes and enrollment process. Assists with open enrollment, COBRA notices, and wellness program activities. Audits insurance reports and invoices.
10	Prepare for orientation including planning new employee orientation meetings and create new hire packets. Creates and maintains badges and badge access spreadsheet.
11	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Training & Experience: <ul style="list-style-type: none"> <u>HR Specialist I</u> - Associate's Degree, or two-year technical certificate and 1-2 years of related experience or an equivalent combination of education and experience. <u>HR Specialist II</u> - Associate's Degree, or two-year technical certificate and 3-5 years related experience or an equivalent combination of education and experience.
Licensing/Certifications: <ul style="list-style-type: none"> N/A
Technology Skills: <ul style="list-style-type: none"> Document management software - LaserFiche Electronic mail software - Microsoft Outlook Human resources software – PeopleSoft Risk management information system (RMIS) – Origami Risk Internet browser software - Microsoft Internet Explorer Office suite software - Microsoft Office Presentation software - Microsoft PowerPoint Spreadsheet software - Microsoft Excel Word processing software -Microsoft Word

Qualifications

Knowledge Required:

- **Personnel and Human Resources** - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Speaking** - Talking to others to convey information effectively.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** - Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Time Management** - Managing one's own time
- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** - Adjusting actions in relation to others' actions.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Service Orientation** - Actively looking for ways to help people.

Abilities:

- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Speech Clarity** - The ability to speak clearly so others can understand you.
- **Written Expression** - The ability to communicate information and ideas in writing so others will understand.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-5% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-5%	11-35%	36-75%	76-100%		0%	1-5%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing		X				0-10 lbs.			X		
Sitting					X	11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors	X				
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward		X				Noise – Low	X				
Reach – Backward	X					Noise – Moderate	X				
Climbing – stairs	X					Noise – High	X				
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat	X				
Grasping – whole hand		X				Cold	X				
Grasping – pinch grip			X			Restricted workspace	X				
Fine manipulation/feeling			X			Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.			X			Driving – vehicle/equipment	X				
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.	X					Seeing				X	
51-75 lbs.	X					Talking			X		
76-100 lbs.	X					Hearing			X		
						Extended work hours		X			

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted

2020.01 – Job Description prepared and adopted

2021.12 - Revisions by HR