

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES SPECIALIST (Job Code 499).

GENERAL STATEMENT OF JOB

Under general supervision performs advanced clerical, office support, duties and initial level administration duties for the Human Resources Department. Responsibilities include performing various processing functions in all areas of human resources, including but not limited to Workers' Compensation, safety, insurance, payroll/benefits, Civil Service Board liaison, recruitment, and emergency response. Position is responsible for extensive record keeping and filing duties. Employees in this class ensure accuracy and completion in multitude of forms, and provide assistance as necessary to employees in same. Position acts in a front reception capacity for the department.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Assists HR department in all areas of Human Resources, i.e. scheduling, personnel, insurance, payroll, risk management, emergency response.

Acts in a reception capacity for the department, addressing callers inquiring on any HR related issue.

Provides information and assistance to employees, supervisors, managers, directors, or other individuals regarding personnel issues, benefits, policies, procedures, timeframes, forms, or other issues; responds to routine questions or complaints; initiates problem resolution.

Processes a variety of documentation associated with departmental operations, within designated timeframes and per established procedures.

Coordinates activities involving employee recruitment and selection; provides position details for posting; receives applications and resumes; reviews applications for minimum qualifications and provides list of candidates to departments; scores applicants based on responses to developed questions; ensures completion of required forms; provides benefit information and job description outline to candidates; answers questions and provides updates to applicants; schedules testing and explains testing procedures to candidates; assembles and coordinates test/interview scores and determines top candidates; notifies candidates selected to fill positions; schedules pre-employment physical exams and drug testing; requests background investigations; prepares rejection letters for emailing as appropriate; ensures all guidelines have been followed regarding all applicable city, local, state, and federal employment laws.

Coordinates processing of new employees; reviews all required documents for hiring, including test/exam results, background search, and references; coordinates with departments on start dates and new hire information; prepares offer letters; sets up requests for computer/telephone access for new hires; schedules general orientation and benefit orientation meetings for new hires; prepares packets for orientation process; conducts orientations; answers questions relating to code, policies, and procedures; coordinates all new

hire forms for distribution and mailing; prepares employee action for new hires; reviews starting salaries and obtains approval; submits forms for payroll processing.

Coordinates activities involving status changes; verifies employee action information for accuracy and compliance with policies/procedures; verifies salary changes and ensures inclusion of correct information; determines new performance review dates.

Coordinates activities involving out-processing and termination of employment; schedules and coordinates meetings with departing employees; notifies IT of departure dates to terminate computer access.

Conducts research for special projects as assigned.

Provides verification of employment by telephone, fax, email, or mail for authorized requestors.

Prepares or completes various forms, reports, correspondence, employee actions, job postings, advertisements, testing selections, offer letters, public records requests, agendas, travel reports, check requests, purchase orders, budget documents, newsletters, charts, or other documents.

Assists with record retention program and schedule for the Department.

Operates a computer to enter, retrieve, review interpret or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, personnel management, testing, email, internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing-up data or replacing paper, ink, or toner.

Maintains file system of employee personnel files and other departmental records; prepares departmental files; sorts/organizes documents to be files; files documents in designated order; retrieves/replaces files.

Communicates with Human Resources department, City officials, employees, other departments, managers, supervisors, applicants, medical providers, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current, fundamental knowledge of applicable laws/regulations/ordinances; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations as directed; attends workshops and training sessions as directed.

May be assigned to a specific functional area of the department, e.g. providing overall advanced clerical and initial level administrative support to the Civil Service Board during such assignment, incumbent performs tasks that include scheduling, monitoring, scoring and eligibility screening, processing all insurance claims, performing designated emergency response duties.

Provides assistance to other employees or departments as assigned.

Performs emergency response duties as required.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent; supplemented by minimum one (1) year full-time office support experience. Human Resources and public sector experience strongly preferred. Must possess and maintain a valid State of Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, applications, etc.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must communicate efficiently and effectively in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must demonstrate the ability to perform under stress.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of record keeping principles and practices.

Knowledge of filing principles and practices.

Knowledge of employee benefits.

Ability to utilize both written and verbal communications skills at an above-satisfactory skill level.

Ability to utilize a variety of modern office equipment at an above-satisfactory skill level.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to utilize modern computer driven word processing and spreadsheet applications at an above-satisfactory skill level.

Ability to consistently perform tasks with a high degree of accuracy.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date