

## HUMAN RESOURCES REPRESENTATIVE

### NATURE OF WORK

This is responsible clerical human resources work in the maintenance of human resources records requiring specialized knowledge of broadly defined departmental policies and procedures.

Work involves responsibility for the application, without immediate supervision, of basic human resources principles and practices in the maintenance and upkeep of human resources records within the limits of an established Human Capital Management system. Employees in this class will maintain human resources records pertaining to pay, leave accrual and usage, merit evaluation forms, personnel change notices, insurance, pension, and other pertinent human resources information. Work includes performing a variety of changes within the Human Capital Management system. Supervision is received from an administrative superior through periodic review of records and reports while closer supervision may be exercised for special assignments.

### EXAMPLES OF WORK PERFORMED

Participates in the maintenance of City and County personnel files and computer records; monitors the operation of an on-line data entry system and initiates corrective actions.

Process Personnel Actions; verifies that personnel actions are accurate by complying with policies, procedures and regulations.

Maintains records of leave of absences, Catastrophic and Natural Disaster donations, retirements, promotions, end of probation, temporary employees, special increases, evaluations received and medical files.

Assists in processing annual salary range adjustments.

Provides administrative and clerical support to the Human Resources Department; answers inquiries from employees and the public regarding human resources policies.

Fosters partnerships to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Processes FMLA applications and answers employee and managers questions related to FMLA issues.

Schedules training seminars with speakers and training venues; creates, prepares and prints training announcements and distributes to departments; prepares monthly training calendar.

Maintains all active, medical and terminated Personnel files; prepares all paperwork to be scanned.

Assists with wellness and safety program issues.

Obtains payment from walk-in responsible parties and acknowledges receipt, prepares deposit slips, and processes monies received to appropriate departments; provides receipts and maintains petty cash for our division.

Assists with articles and information for the employee LINC publication.

Maintains regular and reliable attendance.

Performs related work as required.

## DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of modern office methods, practices, and equipment, including typing and filing.

Knowledge of modern public personnel practices and procedures.

Knowledge of personnel codes, rules, ordinances, regulations, established policies, and current labor contract provisions.

Knowledge of health, dental, and life insurance policies, and the pension plans.

Knowledge of Human Capital Management systems as it relates to personnel functions.

Ability to maintain personnel records and prepare reports from such records.

Ability to use independent judgment and discretion in making decisions in accordance with personnel codes, rules, regulations, and established policies, and labor contracts.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Skill in the operation of a computer, calculator, and other common office equipment.

## MINIMUM QUALIFICATIONS

Graduation from high school or equivalent including or supplemented by courses in business practices and six months of experience in general typing and clerical work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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