

SENIOR HUMAN RESOURCES SPECIALIST

NATURE OF WORK

This is complex specialized, technical and professional level work involving the performance of human resource functions across various divisions of the City County Human Resources Department.

Work involves responsibility for the performance of a variety of human resources activities related to classification, compensation, labor relations, talent acquisition, benefits and organizational development. Work may also involve special projects in any of the divisions of Human Resources. Responsibilities will involve conducting position audits and classification studies, compiling and analyzing salary information and survey data; performing tasks in recruiting applicants and examining qualifications of applicants as well as special research and report compilation; assisting with benefit questions and open enrollment, coordinating organizational development and training activities, as well as onboarding and orientation of new employees. Work requires considerable initiative and independent judgment with decisions made in accordance with established policies and procedures. This classification is distinguished from the Human Resources Specialist based on complexity of work and may require specialization in one or more areas of the Department. Day to day supervision is received from the respective Division Managers with overall supervision exercised by the Department Director.

EXAMPLES OF WORK PERFORMED

Conducts job audits and classification studies; prepares class specifications or revises existing specifications in the maintenance of the classification plan; performs other research studies involved in the administration of the classification plan.

Participates in labor negotiations; obtains salary and benefit information from comparable data points; summarizes salary and benefit information; reviews proposals for consistency; prepares labor contracts for signature.

Participates in the development and practical application of the City and County compensation systems; conducts local and regional salary and benefit surveys; reports data concerning salary and benefit differences based on analysis of salary data.

Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS); makes recommendations for policies and activities to improve organizational culture, including existing metrics such as changes to benefits, leave, and compensation offerings to better attract and hire qualified candidates, motivate and retain employees, address staffing issues and to maintain legal compliance.

Analyzes data and statistics for trends and patterns with attention towards benefits, leave use, recruitment, compensation, motivation, and compliance with employment laws and regulations.

Assists with implementation of new programs, benefit and compensation plans, and other related initiatives.

Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.

Reviews job applications submitted online and scores/audits supplemental questionnaires to determine applicant qualifications; may assist in the preparation, monitoring and grading of examinations; may represent the city and/or county at area events for the purposes of recruiting talent.

Coordinates full cycle recruitment and hiring activities and leads the posting of jobs, coordinates recruitment plans and leads applicant communication.

Develops and administers evaluation instruments in order to screen applicants; develops rating guides and supplemental questionnaires; schedules, grades and monitors testing procedures.

Assists employees with applications for health, dental, life insurance coverage; explains coverages available and answers questions regarding policies; assists employees with claims.

Maintains the COBRA and Retiree system; enters participant data into computer system; assists COBRA participants and retirees with enrollments and questions about health, dental, vision or claim issues.

Assists with the explanation of all benefit offerings and benefit related questions, assists with resolution of claim problems and assists annual benefit open enrollment.

Partners with the leadership team to research data for equity and inclusion initiatives, assists with and coordinates the City's diversity and inclusion strategies and initiatives to effectively embed these practices into every aspect of the employee experience.

Works collaboratively with internal stakeholders to develop and implement both self-directed and in-person training and educational programs, on-the-job training services and systems to support employee evaluation and performance management.

Maintains records of organizational development and training activities, evaluates their effectiveness, and supports conclusions with data metrics on all organizational development and training program performance outcomes.

Coordinates scheduling of training courses, technology equipment, and other training aids; receives training and participates in needs assessment, course objectives development, and evaluation; drafts and reviews training plans prior to implementation.

May be assigned special projects related to Human Resources operations, which may involve coordination of groups and implementation of systems or applications.

Maintains regular and reliable attendance.

Performs other duties as assigned or as the situation dictates with the scope of this classification.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of Human Resources management.

Considerable knowledge of the techniques of testing and measurement, recruitment and selection.

Considerable knowledge of the current principles and practices associated with employee benefit plans.

Considerable knowledge of employment discrimination laws and policies.

Considerable knowledge of federal and state employment, labor and wage and hour laws.

Considerable knowledge of basic statistical concepts and methods.

Considerable knowledge of current principles and practices in relation to employee orientation and onboarding.

Considerable knowledge of the latest trends in training and development.

Ability to apply human resources principles, practices and techniques to a wide variety of routine and moderately complex to complex problems and assignments.

Ability to explain personnel codes, rules, policies and procedures.

Ability to perform routine mathematical computations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County officials, employees, co-workers and the general public.

Ability to work independently and at times work as a member of a team in order to accomplish work tasks.

Ability to prepare and present accurate and reliable reports containing findings and recommendations.

Ability to perform assignments with accuracy and attention to detail, to make decisions recognizing precedents and practices.

Skill in the use of personal computer and normal office applications.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, human resource management or related field and three years of experience in the area of recruitment and selection, compensation and classification, benefits administration, or organizational development or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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