

CITY OF HAWTHORNE HUMAN RESOURCES SPECIALIST

Employment Status: Regular Full-Time
Representation: HMEA
FLSA Designation: Non-Exempt
Dated Approved by the HCSC: 12/6/2018

DEFINITION

Under general supervision, the Human Resources Specialist reports to the Director of Human Resources. The Specialist level is not a training position other than the need to learn office procedures and practices and the organizational structure. The position performs responsible administrative and technical support work and is distinguished from the Human Resources Analyst by the extent of additional knowledge and experience required for the performance of more complex work at the Analyst level. This position works in a confidential capacity.

EXAMPLES OF ESSENTIAL DUTIES

The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Provide technical assistance in recruitment and selection and employee benefits administration.
- Prepare routine correspondence, job advertisements, and reports.
- Answer routine questions from employees and the general public regarding provisions in the Memoranda of Understanding and personnel policies and procedures.
- Process prospective candidates through the new hire process and general orientation, including the scheduling of fingerprinting and pre-placement medicals up through benefit enrollment and Eden payroll set-up.
- Participate in the collection of data for studies, reports, and surveys; compile information for special studies and reports.
- Conduct telephone or mail surveys and makes computations necessary to interpret data.
- Assist in the monitoring of employee employment status changes, which may include responding to unemployment claims; oversee preparation of monthly insurance/benefit billings; assists in investigating billing issues and problems, and answers related inquiries from employees and vendors.
- Assist in processing employee benefit changes and provide assistance and information to employees as required.
- Assist with the maintenance of job descriptions.
- Assist in filing and maintaining all human resources records in an updated manner, including mandated program documentation.
- Assist in the preparation of the Civil Service Commission Agenda and Minutes

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and with other human resources meeting agendas and reports as needed; may serve as Secretary to the Civil Service Commission.

- Assist in the administration of employee service and other recognition programs.
- Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience: Equivalent to an Associate's degree with major coursework in human resources management, public or business administration, industrial relations or a closely related field. Two (2) full-time years of administrative support experience in the public sector human resources field, preferably within municipal government.

License: Due to the performance of certain job-related duties which may require driving a vehicle, a valid California Driver's License and an acceptable driving record is required.

General knowledge of: Principles and practices of public sector human resources administration, applicable State and Federal employment laws, labor and employee relations; employee benefits administration, including CalPERS and working knowledge of the workers' compensation claims process; principles, systems and methods of position classification, recruitment and selection, and employee training and development; communication techniques required for gathering and evaluating survey data; recordkeeping methods and techniques; Microsoft applications (proficient skills in Word and Excel); and, aptitude to learn and use other specialized human resources data bases for employee information and applicant tracking.

Ability to: Work confidentially with discretion; identify problem areas; collect and evaluate data, follow oral and written directions; understand personnel rules and regulations, Memoranda of Understanding provisions, human resources practices and policies; communicate effectively orally and in writing; use good judgement on a consistent basis; operate a desktop computer and other general office equipment; establish and maintain effective and cooperative working relationships with those encountered in the performance of duties; maintain moderately-complex department records, files, and data; organize and prioritize assignments to meet deadlines and work in a proactive manner; and, work with a high degree of accuracy.

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PHYSICAL ABILITIES AND ENVIRONMENTAL CONDITIONS

Work is performed indoors in an office setting with exposure to room temperatures and moderate noise level. An incumbent is frequently required to sit, stand, or walk for intermittent to prolonged periods of time. Duties require the ability to hear, speak, see, use hands to finger to handle or control objects, and reach with hands and arms. Duties involve the occasional ability to lift, push, or pull objects weighing up to 25 pounds.