



|  |                   |
|--|-------------------|
| Job Title: <u>Human Resources Specialist</u> | Job Number: 1670  |
| Job Classification: <u>Office / Clerical</u> | Physical Type # 1 |

|   |                                |                                 |
|---|--------------------------------|---------------------------------|
| Reports to:<br>Human Resources Supervisor | Department:<br>Human Resources | Pay Grade:<br>219<br>Non-Exempt |
|---|--------------------------------|---------------------------------|

**PRIMARY DUTY:** Under moderate supervision, performs administrative and technical duties in the processing of Human Resources (HR) forms and documents and provides assistance to City employees and the general public.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of administrative and technical functions for HR department related to staffing, compensation, and benefits; duties include processing transactional information and performing clerical and record keeping duties; data entry functions, employee tracking, records maintenance, database management and processing open records as assigned. Performs duties in accordance with City policy and procedures and within scope of authority; duties may vary according to work assignment.
- Provides information, instructions and assistance to employees and applicants; assists staff with requests, applications, forms and other documents; explains HR policies, answers questions, updates records and resolves issues within scope of authority, using knowledge of City policies and standard operating procedures.
- Researches and resolves employee issues within scope of authority and communicates information on status and changes.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains professionalism and confidentiality of work-related issues and City information.
- Maintains the integrity of employee training records through data entry and accurate file management.
- Oversees the computer lab or testing areas, as well as setting-up applicants for assessment testing and setting-up employees for Defensive Driving, CLMI, Safety training by creating profiles for employees; working with supervisors to create departmental specific curriculum.
- Provides full time clerical and administrative assistance for HR Department as needed. May be responsible for budget/credit card purchases review and approval.
- May be responsible for the City's service awards program and/or may attend job fairs.
- Special projects as assigned.
- May be responsible for specific duties related to benefits, staffing, compensation and/or training.
- Performs other related and assigned duties as required.
- Driving is essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- City organization policies and procedures.
- City rules, regulations, policies and procedures governing HR functions.
- Principles of confidential records, personnel files and file management.

**Skill in:**

- Effective verbal and written communication.
- Entering data into a computer system with speed and accuracy.
- Reviewing documents and extracting relevant information.
- Operating a personal computer utilizing standard and specialized software.

- Establishing and maintaining effective working relationships with co-workers.
- Ability to communicate effectively verbally and in writing.
- Cross training in other HR Specialist functional areas; training, benefits, staffing and compensation.

**MINIMUM QUALIFICATIONS:**

Associates Degree in Business, Human Resources, Business Administration or related field is required; plus two years' experience in Human Resources operations; OR an equivalent combination of education and experience.

**LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
  - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
  - Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The visual acuity requirements including color, depth perception and field vision:
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position:
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

**Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee Identification Number