

HUMAN RESOURCES SPECIALIST – CONFIDENTIAL

DEFINITION

Under general supervision, performs a wide variety of specialized technical Human Resources support functions, and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is assigned to a variety of Human Resources support functions some of which involve more complex and specialized technical duties. Incumbents may contribute to the development or implementation of the employee relations policies and will, in the course of their duties, have access to information relating to the administration of employer-employee relations.

TYPICAL TASKS

- Prepares personnel transactions forms for a variety of classifications and personnel actions in accordance with applicable Court regulations, policies and procedures
- Tracks, logs and processes employee performance evaluations and step increases
- Notifies supervisors when performance evaluations are due
- Sets up and maintains employee personnel files
- Coordinates all new hire paperwork and orients new employees to Court policies and procedures regarding personnel and payroll reporting requirements
- Processes employee related transactions in the Human Resources computer system, verifying for accuracy and sufficiency of data; i.e., new hires, promotions, transfers, separations, step increases, benefit changes, employee personal data changes, etc.
- Coordinates exit interviews and separation documentations
- Notifies, schedules and tracks employee training requirements
- May assist in audit of employment application material, interview scheduling and applicant response notification
- Assists with employee recognition program and time in service administration
- Maintains a wide variety of personnel records and reports
- Benefit administration, including open enrollment, providing employees with information regarding the Court's benefit programs
- Creates reports generated from the Human Resources computer system for a variety of Human Resources related tasks
- Maintains appropriate records and reports in relation to benefit administration
- Works with various third party administrators of benefits to resolve benefit problems
- May assist Human Resources staff with projects, including those requiring classification, salary and selection analysis, review of organizational policies, procedures, staffing, legislative analysis and other human resources matters
- Participates in and/or provides support for labor relations/negotiations with recognized employee organizations
- Interprets MOU's, Personnel Policies and other rules and regulations

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of personnel record keeping and administration
- Human Resources procedures and programs
- Correct English usage including spelling, grammar and punctuation
- A variety of office equipment including personal computers, fax and copy machines.

Ability to:

- Learn, understand, interpret and apply personnel laws, rules, regulations, standards and procedures
- Maintain confidentiality and use sound judgment
- Collect and analyze data objectively
- Perform basic arithmetical computations
- Compile and organize data into reports
- Maintain comprehensible and accurate records and files
- Work independently and responsibly
- Effectively organize and maintain employee and benefit documents
- Establish and maintain effective working relationships with both staff at all levels in the organization and the general public in disseminating personnel information
- Learn and apply computer programs to office functions

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 15 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

An educational level equivalent to high school diploma or GED **AND** three years of administrative or clerical experience, including one year of experience in Human Resources or employee benefit administration.