



CLASSIFICATION NO. 087
Established: 1/78
Revised: 6/79, 1/93, 12/07
FLSA: Exempt
EEO: 2

HUMAN RESOURCES SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to perform routine professional assignments in human resources administration; to compile data and prepare reports; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Human Resources provides human resources services to all County departments, including employee recruitment and selection, personnel ordinance and policy administration, employee relations, diversity, position classification and compensation, organizational development, employee training and development, workforce planning, benefits administration, employee wellness, risk management, workers' compensation, liability and casualty claims management, human resources business systems, labor relations and collective bargaining.

The Human Resources Specialist performs a variety of entry-level professional and technical human resources duties. Incumbents are assigned to one of the Department's program areas, such as HR, Benefits or Risk Management, but may be assigned and/or trained to provide staff support within any functional area of the Department's operations. Incumbents provide assistance to County department personnel, employees, applicants, customers and higher level human resources staff. This classification may be used as a training classification for the higher level Human Resources Analyst, or to perform the most routine professional work.

The Human Resources Specialist differs from the Human Resources Analyst, which performs journey level professional human resources assignments. It also differs from the entry level Human Resources Assistant, which provides para-professional and administrative support to professional staff.

TYPICAL TASKS

Duties within the Personnel unit may include but are not limited to the following:

1. Under the direction of a Human Resources Analyst or Human Resources Manager; reviews and revises recruitment strategies and materials; reviews and revises screening guidelines and scores applications; prepares and revises questions, pre-interview exercises, rating criteria and scoring guidelines; conducts panel interviews and written tests; compiles statistics on adverse impact and Equal Employment Opportunity underutilization.
2. Drafts and updates human resources policies and procedures; researches human resources and claims related information and statistics and prepares reports; assists in implementing and maintaining human resources programs; presents employee orientation program; compiles statistics for the County's Equal Employment Opportunity Program.

3. Assists in conducting job analyses of individual positions; reviews questionnaires and conducts interviews; allocates positions to appropriate classifications; prepares initial drafts and revises classification specifications.
4. Gathers and compiles salary information and responds to salary surveys; reviews payroll and personnel documents for compliance with established procedures; assists in preparing staff reports on the fiscal impact of implementing salary range and classification changes.
5. Assists in preparing, coordinating and presenting employee training and development programs; drafts and revises training materials; maintains resource library of training and development materials.
6. Utilizes the County's human resources information system (HRIS) and query tool to select employment information for a variety of human resources projects; prepares and reviews payroll, benefits and human resources documents for compliance with established procedures and County policies; uses HRIS in conjunction with other computer tools to compile employee statistics and prepare reports and documents.
7. Takes notes at labor contract negotiating sessions; maintains detailed records of contract proposals and negotiating sessions; researches grievances; prepares routine spreadsheets and reports on costs of contract proposals.
8. Provides assistance on employment related issues to departments, employees, applicants and the public; explains human resources and benefit laws, policies and procedures.

Duties within the Risk or Benefits programs may include but are not limited to the following:

9. Assists in the administration of the employee benefits and risk management programs; provides individual and group counseling and guidance to employees and retirees on laws, regulations, policies and procedures; assists in resolving routine claims problems; assists in preparing and presenting orientation and training programs related to employee benefits, workers compensation, and health-related leaves of absence.
10. Maintains financial and claims data; performs moderately complex data entry and retrieval and makes adjustments in HRIS and RMIS systems; prepares spreadsheets and reports; researches and reports on benefits premiums and employee participation; calculates payments to employees and providers.
11. Assists in the management of Worker's Compensation claims; determines acceptance or denial on non-complex claims; reviews medical bills for accuracy and coordinates payment; calculates time loss and permanent partial disability awards and coordinates payment; communicates with workers, physicians and other parties regarding status of claims and provide documentation as appropriate; issues notices of closure; prepares quarterly assessments and annual reports.
12. Responds to moderately complex requests for information regarding employee benefits, Worker's Compensation claims, the County's family medical leave program and the County's disability program.

13. Assists in reviewing routine proposed and existing legislation, rules and regulations in comparison with department policies and procedures to ensure compliance. Assists in reviewing, updating and writing department policies, procedures, forms, letters, etc.; reviews routine summary plan descriptions, benefit plan summaries, contracts, and insurance certificates for compliance with current contracts and applicable laws, rules and regulations.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of human resources administration in assigned functional area such as recruitment, selection, classification, compensation, training, labor relations, diversity initiatives, workers compensation, safety, risk management, or benefit administration; applicable Federal, State and local human resources laws, rules, regulations, codes and ordinances; human resource information systems; methods and techniques of research, analysis and claims administration; basic math.

Some knowledge of: Principles and practices of public administration; methods and techniques of statistical research and analysis; County government organization and operations.

Skill to: Collect, compile and analyze information and data; enter variety of information into data bases; prepare clear and concise reports; perform accurate math calculations; conduct effective personal and panel interviews; present ideas and recommendations effectively; communicate effectively, both orally and in writing; establish and maintain effective working relationships with County employees, job applicants, union officials and the public; interpret and explain human resources laws and procedures to County employees and the public; operate computer keyboard; develop spreadsheets and reports.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Some positions require Oregon Workers' Compensation Claims Certification.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

OTHER INFORMATION

Incumbents in the Human Resources Specialist classification may advance to open positions in the Human Resources Analyst classification through the promotional appraisal process. Possession of the required knowledge, skills and abilities must be documented in an approved promotional evaluation.

Edited: 11/18