

DEPARTMENT: HUMAN RESOURCES
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 7, 2020

HUMAN RESOURCES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for performing administrative support and technical duties in the Department of Human Resources. The position involves responsibility for updating personnel records in accordance with employment laws, policies, and union contracts, administering leaves of absence, performing employee orientations, and compiling and analyzing data to monitor such things as accrual abuse. The incumbent also provides assistance to county department personnel to ensure that employment policies and procedures are followed. Independent judgment is used in assigned matters for which office procedure and policy have been established. Does related duties as required.

TYPICAL WORK ACTIVITIES:

1. Processes employee transactions in a computerized database and ensures that policies, procedures, laws, and union contracts are followed;
2. Administers employee leave of absence requests; produces periodic leave letters; communicates with employees and internal departments to ensure proper leave administration; determines FMLA eligibility, updates FMLA records, and monitors leave balances;
3. Extracts data from a Human Resources Information System (HRIS) and prepares various ad hoc reports from information contained in computerized information systems including databases and spreadsheets;
4. Performs employee orientations to convey County policies, procedures, and contract information to newly or re-hired employees; provides a summary of benefits; and assists employees in completing all required forms;
5. Updates employee seniority dates and determines accrual adjustments affected by leaves of absence;
6. Reviews and processes position replacement requisitions, maintains a database of same, and communicates disposition of requests with departments;
7. Prepares, maintains, and distributes reports, lists and correspondence related to employees;
8. Researches policies, procedures, and union contracts in order to answer questions and ensure proper administration of employment and human resources matters;
9. Monitors accrual usage and provides periodic reports for use in employee counseling/disciplines;
10. Maintains employee, medical, and related files in accordance with department policies, procedures, and records management schedules;
11. Explains County employment policy, benefits, procedures, applicable bargaining union, Civil Service Law, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of human resources management and administration; good knowledge of employment laws; working knowledge of Civil Service Law and the local rules; good knowledge of the procedures used in the administration of labor agreements and employee benefit programs; good knowledge of organizational functions, operations, and procedures; high degree of proficiency with operating business computers, including HRIS, modern office software and other office equipment at an acceptable rate of speed and accuracy; ability to effectively communicate with others; ability to maintain confidentiality; ability to address and deal with sensitive and complicated situations in a professional manner, ability to deal with difficult individuals, ability to maintain and communicate accurate information; ability to maintain records and prepare reports; ability to get along well with others; ability to meet and deal effectively with people and to secure their cooperation and confidence; ability to take initiative and work independently; sound professional judgment; courtesy; tact; neat personal appearance; physical condition to commensurate with the demands of the position.

HUMAN RESOURCES SPECIALIST CONTINUED

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a Business related field **AND** two (2) years of full-time paid experience in human resources, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, employee relations, or specialized human resources clerical work; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a Business related field **AND** four (4) years of full-time paid experience in human resources, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, employee relations, or specialized human resources clerical work; **OR**
3. Six (6) years of full-time paid experience in human resources, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, employee relations, or specialized human resources clerical work.