City of La Vergne Job Description

Position Title: Human Resources Specialist 4/1/15

Department: Human Resources

FLSA Status: Non-Exempt Hourly

Salary Grade/Range: Grade 7 Range $ 16.45 Hourly/ $ 34, 210 Annual

Job Summary

Performs a variety of responsible duties associated with all facets of departmental operations including recruitment and placement, employee relations, performance appraisals, risk management and benefits administration. The position reports to the Director of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides support to the Human Resources Director in day-to –day department operations.

Maintains personnel forms, systems, procedures and methods of record keeping; New Hires, Benefits, Promotions, Transfers, Terminations, Performance Reviews

Maintains and updates Employee Recruitment database. Performs a variety of tasks related to internal and external job placements.

Contacts potential employees; interviews as needed, schedules and conducts employment tests; schedules pre-employment physical examinations.

Creates and facilitates issuance of employee offer letters and other employment related documentation.

Coordinates and conducts “New Employee Orientation” meetings.

Provides support in the selection of recruitment or temporary staffing agencies as needed.

Processes Workers Compensation claims, reporting; maintains OSHA Logs.

Processes and maintains employee benefits information, rates of pay and other payroll deduction data while working closely with City Payroll Department, Benefits Broker and Vendors.

Works closely with City risk management, Federal and State Employment agencies.

Assists with special department projects; compensation studies, open enrollment meetings, legal reviews, job audits, risk management studies, requests for proposals, etc.

Actively participates on various employee committees throughout the city.

Performs other related tasks and duties as assigned.

MINIMUM QUALIFICATIONS

**Education and Experience**:

H.S. Diploma or GED equivalent combined with Human Resources related higher education training. Minimum of five (5) years of progressively responsible direct work related experience in Human Resources or Personnel Services is required. Associates Degree and/or Human Resources Certification (PHR, SPHR, IPMA-CS or CP) is strongly preferred.

**Necessary Knowledge, Skills and Abilities**:

Comprehensive knowledge of standard office practices, procedures, equipment and administrative assistant techniques; thorough knowledge of business English, spelling and arithmetic; ability to keep office records effectively and prepare accurate reports from file sources; ability to multi-task while organizing and executing work independently.

Experience with computers and related equipment, software packages, operating systems, HRIS systems, etc. Skill in operating the listed tools and equipment; to include word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine. Skill in typing and word processing; skill in updating job descriptions and preparing job announcements and advertisements; Ability to create spreadsheets and other employment related reports.

Experience in Microsoft Office with intermediate or advance experience in Excel and Power Point

Must possess thorough knowledge of modern policies and practices of Human Resources Administration and have significant understanding of Employee Classifications, Compensation, Benefits, Recruitment, Training, Employee and Labor Relations.

Knowledge of Public Agency budgeting policy and procedures

Ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with applicants, employees, officials and the general public; ability to maintain confidential and sensitive information; ability to understand and follow instructions; ability to deal with public and employee relations problems courteously and tactfully.

PHYSICAL DEMANDS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally with a reasonable amount of force to frequently and/or constantly move objects; work requires climbing, stooping, reaching ,fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The position is not subject to adverse environmental conditions. The noise level in the work environment is usually moderately quiet.

Job Description Acknowledgement:

I acknowledge that I have read the foregoing and understand its content.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**THE CITY OF LA VERGNE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES.**