

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

2028

Human Resource Specialist

12/29/2020

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 38,738 annually

PAY GRADE RANGE: \$38,738 - \$57,216 annually (Pay Grade 6)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Friday, January 8, 2021.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- An Associate's degree from an accredited college or university.
- A minimum of two (2) years experience in technical support, administrative functions, or other advanced level clerical experience.
- A minimum of two (2) years experience in personnel, benefits, or human resources.

EXAMINATION

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). The test will include Personnel Administration and Human Resources, Effective Communication, Research and Analysis, Math, Effective Working Relationships, Office Practices and Forms, and Computers and Software.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

Class Title: Human Resource Specialist	Working Title: same	PCN :
	Incumbent: vacant	Created: 05/07/2019

GENERAL DESCRIPTION

Under general supervision, responsible for communication with City employees and the public in the Civil Service office. Assists analysts with various tasks and projects. Provides office support. Enters and verifies data. Maintains Civil Service files and records. Performs related work as required.

ESSENTIAL FUNCTIONS

Assists analysts with human resources projects or programs of moderate difficulty and may serve as a member of a team on analyst projects; assistance may be basic research, data entry, data collection, data analysis, report writing, or presentation of data.

Provides office support to analysts as needed.

Receives visitors, emails, and phone calls from city employees and the public and provides assistance in determining their needs in order to provide information, make recommendations, offer suggestions, or solve problems; refers non-Civil Service related inquiries to other city agencies or departments as appropriate.

Assists Analysts with various steps in the posting and recruiting process to include screening applications, assisting applicants with information, entering information, assisting with correspondence, and assisting with testing.

Enters and verifies various types of data and information into a variety of programs.

Maintains a variety of personnel and employee records and other files; updates information as necessary; retrieves, verifies, gathers information, and copies records as needed.

MARGINAL FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic human resources and personnel administration practices and procedures.

Knowledge of basic research techniques and the ability to apply various research and analysis methods and techniques to compile, organize, analyze, and present data and facts.

Knowledge of modern office practices and procedures.

Skill in communicating with the public and a wide variety of personnel in order to give/receive procedural information.

Knowledge of record keeping procedures and ability to maintain appropriate personnel records and files.

Ability to identify incomplete and/or inaccurate information on applications, personnel forms, etc.

Ability to type accurately.

Ability to operate personal computers sufficiently to utilize a variety of software packages (e.g. Windows, Microsoft Word, Excel, etc.).

Written communications skills sufficient to prepare a variety of comprehensive technical reports, professional correspondence, etc.

Ability to establish and maintain effective working relationships with the public, City officials, departmental representatives, coworkers, etc.

Knowledge of basic math and statistical concepts and methods and ability to understand and analyze data.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situation where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

An Associate's degree from an accredited college or university.

A minimum of two (2) years experience in technical support, administrative functions, or other advanced level clerical experience.

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