



# HR Specialist I HR Specialist II

## General Information

<b>Classification Code:</b>	ADMSPC
<b>Effective Date:</b>	January 31, 2020
<b>Pay Grade:</b>	B21-B22
<b>FLSA Status:</b>	Non-exempt

## Position Summary

The HR Specialist performs administrative support services for the department which includes recordkeeping, compilation and analysis of data, processing of personnel actions, administrative and technical support for labor relations, budget and expenditures, office management, recruitment and selection, and benefit administration.

## Classification Characteristics

The Administrative Specialist is the second level in the Administrative Support series and is responsible for performing advanced administrative duties in support of a department, division, executive, or specialized program. Administrative Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower level support staff.

HR Specialist I – This is the contributing level class in the Administrative Specialist classification. This class is distinguished from the HR Specialist II by the performance of more basic and/or routine advance administrative skills. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited work experience

HR Specialist II – This is the fully journey level class within the Administrative Specialist classification. This class is distinguished from the HR Specialist I by the assignment of the full range of duties assigned. This class performs some advance skills involving customer service and administrative support activities that require an understanding of established and defined department or program policies and procedures. Duties are performed independently under general guidance from a supervisor. Positions assigned to this classification are flexibly staffed and are normally filled by advancement from the first level. When filled from the outside, they require several years of prior professional experience in the assigned field.

## Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Provide primary receptionist duties for the HR Department to the public and employees by telephone and in person. Answers inquiries from staff and the public, in person, through written correspondence and online communication.
- 2 Provide Human Resources related information to the public and employees. Explains recruitment process to job applicants. Coordinate candidate communication and interviews.

<b>Essential Duties</b>	
3	Perform data entry of personnel information and Personnel Action Notices into the Human Resources Information System (HRIS). Review personnel actions for accuracy; process personnel actions according to procedures.
4	Assist Human Resources staff with a variety of clerical and administrative support activities including updating databases, spreadsheets and documents. Update, verify and track information. Provide standard reports, as needed.
5	Oversees and maintains various files and records; collects data and prepares letters and a variety of documents. Process and distribute ASD work area mail.
6	Maintain Human Resources Department website by keeping information up-to-date through regular review and updates.
7	Completing financial tasks involving the monitoring and processing of transactions.
8	Provides support for recruitment activities, including receiving and processing applications, room reservations, scheduling interviews, and welcoming applicants into the building.
9	Assists with benefits and other employee status change documentation.
10	Prepare for orientation including; planning new employee orientation meetings and create new hire packets.
11	Performs other duties of a similar nature or level.

<b>Functional Specific Responsibilities</b>
N/A

<b>Qualifications</b>
<p><b>Training &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• <u>HR Specialist I</u> - Associate's Degree, or two-year technical certificate and 1-2 years of related experience or an equivalent combination of education and experience..</li> <li>• <u>HR Specialist II</u> - Associate's Degree, or two-year technical certificate and 3-5 years related experience or an equivalent combination of education and experience..</li> </ul>
<p><b>Licensing/Certifications:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Technology Skills:</b></p> <ul style="list-style-type: none"> <li>• Document management software - LaserFiche</li> <li>• Electronic mail software - Microsoft Outlook</li> <li>• Human resources software – PeopleSoft</li> <li>• Internet browser software - Microsoft Internet Explorer</li> <li>• Office suite software - Microsoft Office</li> <li>• Presentation software - Microsoft PowerPoint</li> <li>• Spreadsheet software - Microsoft Excel</li> <li>• Word processing software -Microsoft Word</li> </ul>
<p><b>Knowledge Required:</b></p> <ul style="list-style-type: none"> <li>• <i>Personnel and Human Resources</i> - Knowledge of principles and procedures for personnel recruitment,</li> </ul>

## Qualifications

selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### Skills:

- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Speaking** - Talking to others to convey information effectively.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** - Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Time Management** - Managing one's own time and the time of others.
- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** - Adjusting actions in relation to others' actions.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Service Orientation** - Actively looking for ways to help people.

### Abilities:

- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Speech Clarity** - The ability to speak clearly so others can understand you.
- **Written Expression** - The ability to communicate information and ideas in writing so others will understand.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-5% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-5%	11-35%	36-75%	76-100%		0%	1-5%	11-35%	36-75%	76-100%
<b>BODY POSITIONS</b>						<b>PUSH/PULL</b>					
Standing		X				0-10 lbs.			X		
Sitting					X	11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
<b>MOVEMENTS</b>						<b>ENVIRONMENTAL HAZARDS</b>					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors	X				
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward		X				Noise – Low	X				
Reach – Backward	X					Noise – Moderate	X				
Climbing – stairs	X					Noise – High	X				
Climbing - ladder	X					Low Light	X				
<b>USE OF HANDS</b>						Heat					
Grasping – whole hand		X				Cold	X				
Grasping – pinch grip			X			Restricted workspace	X				
Fine manipulation/feeling			X			Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
<b>LIFT/CARRY</b>						<b>JOB SPECIFIC</b>					
0-10 lbs.			X			Driving – vehicle/equipment	X				
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.	X					Seeing				X	
51-75 lbs.	X					Talking			X		
76-100 lbs.	X					Hearing			X		
						Extended work hours		X			

### Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)  
2010.11 – Revisions by HR  
2011.07 – Adopted  
2020.01 – Job Description prepared and adopted