



CLASSIFICATION TITLE: Human Resources Specialist	JOB NUMBER: 7074	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Human Resources Supervisor	PAY GRADE: 17	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs difficult administrative support work assisting in the planning, coordination, and implementation in one or more functional areas of Human Resources, and related work as apparent or assigned. Work is performed under the limited supervision of the Human Resources Supervisor ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Assists with coordination of the day-to-day administration of assigned Human Resources (HR) functions; assists with coordinating and administering functional HR areas outside of regular assignment in the absence of team members as assigned.
- Prepares and maintains a variety of records, reports, and files related to specific projects and assignments; develops, prepares, and presents HR metrics and related analysis. Acts as back-up for division record retention functions in accordance with established requirements, including responding to records requests as needed.
- Supports records management processes according to regulations and records retention procedures. Prepares documents for destruction following the city's Records Indexing and Disposition System (RIDS).

- Maintains a complex human resource information system (HRIS) to provide for accurate and useful information for proper human resource management. This includes such tasks as using a specialized HRIS to record employee data to maintain accurate records for producing payroll, providing virtual information about city staff and producing useful and required human resource reports.
- Assists with the administration of various human resource plans and procedures for all City personnel; assists with the maintenance and implementation of personnel policies and procedures.
- Functional assignments to include two or more of the following:
 - Assists with the administration of workers' compensation and other occupational medicine programs; assists with administration of leave programs such as FMLA, Washington State leaves, non-occupational, disability, return-to-work, and ADA-related requests.
 - Assists with maintaining equal employment opportunity data and programs; files EEO-4 report annually; maintains other records, reports, and logs to conform to EEO regulations.
 - Assists departments in recruitment and selection efforts; conducts staffing and recruitment program activities such as: prepares and reviews job descriptions, job postings, advertisements, and announcements; screens applications, schedules interviews, works with hiring managers to develop skills testing and interview questions; develops and conducts in-house promotional exams; coordinates and communicates with applicants/candidates throughout the recruitment and hiring process lifecycle.
 - Conducts new-employee on-boarding and employee off-boarding; participates in developing related processes and programs in accordance with best-practices. Prepare and process paperwork associated with employee on-boarding and off-boarding.
- Identifies, recommends, and implements paperless methods of human resources service delivery in all functional areas; assists in identifying improvements to services delivered through leveraging technology resources; serves as subject matter expert in HRIS.
- Assists and serves as back-up to administer and maintain the City's automated payroll system and related payroll processes; ensures proper pay rates and individual payroll changes are processed into the payroll system accurately; prepares, processes and calculates a variety of payroll actions, including wage garnishments, benefits withholding, overtime calculations, and workers compensation time loss payments.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Principles and practices of public human resources administration, to include recruitment, compensation, benefits, leave administration, and payroll.
- Research methods, data collection, sampling techniques, and statistical analysis.
- Operation of a computer, HRIS and other specialized software and data entry techniques; technology practices to enable efficiency and transparency in HR operations and provision of services to customers and the public.
- PC software including word processing, spreadsheets, database, desktop publishing, and audio-visual equipment.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.

Skills and abilities to:

- Read, learn, interpret, apply, and explain rules, regulations, policies, and procedures.
- Understand the business of the City and its various operations, departments, and divisions to provide perspective in service approaches and customer needs.
- Assist with the development, implementation, and day to day administration of HR policies, programs, projects, and automated systems.
- Provide technical information and assistance.
- Work confidentially with discretion, including within the Public Information Act/Privacy Acts, and HIPAA rules and regulations.
- Collect, compile, analyze, and tabulate statistical data.
- Maintain technical records and prepare detailed and statistical reports.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Proficiency in Microsoft Office Outlook, PowerPoint, Word, and Excel, with a working knowledge of Access.
- Operate a variety of modern office equipment and computers using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and two (2) years of experience in human resources administration with at least one (1) year of direct experience in a functional area.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


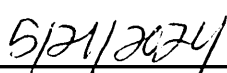
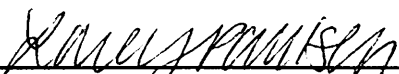
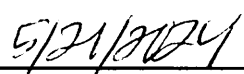

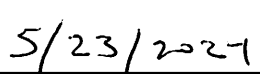
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work constantly requires using hands to finger, handle or feel, repetitive motions, sitting, reaching with hands and arms, speaking and hearing; work occasionally requires standing, walking, and pushing or pulling; work seldom requires exertion of up to 30 pounds of lifting and force, climb or balance, stoop, kneel, crouch or crawl; work has standard vision requirements, vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date