

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**HUMAN RESOURCES SPECIALIST**

**DEFINITION**

Under general direction, performs complex and responsible technical and clerical work for the Human Resources Director in the administration of the City's Human Resources program. Complete related work as required.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this position is one of three Human Resources Specialists. Each Specialist is a personnel generalist performing a wide range of personnel assignments with an emphasis in administering and processing health and welfare benefits; or managing the administrative duties associated with the Personnel Board and overseeing the preparation and management of all employee requisition and action forms; or managing the office and providing administrative support to the Senior Management Analyst and the Human Resources Analyst. These functions will be rotated among each Specialist on a regular basis. Each Specialist is expected to be knowledgeable in and capable of performing the duties of each emphasis.

**EXAMPLES OF DUTIES**

Maintains frequent, sensitive and critical contacts with public and private agencies, other departments, professionals and officials; transmits information, decisions and directives. Answers inquiries by phone or mail; investigates, resolves complaints or provides information; explains departmental or City procedures; exercises judgment in giving information and proper disposition of problems; composes correspondence and prepares reports. Maintains employees' personnel records and departmental records; provides information to employees regarding benefits. Screens telephone calls and visitors; receives, screens and routes incoming mail for appropriate action and follows up on its disposition; arranges for meetings and conferences and assists in providing material on information to be discussed. Interprets and applies rules and regulations of the classified service. Keeps abreast of pertinent information and changes in City procedures and regulations.

**Emphasis One:**

**Human Resources Administration**

Provides administrative support to the Human Resources Director. Prepares and signs inter-office memoranda and requisition forms; manages all full time employee requisition and action forms; elicits employee evaluation forms for all departments by preparing and transmitting initial forms. Serves as Secretary for the Personnel Board, other related meetings, and disciplinary and appeal hearings by collecting, preparing, and sending agendas, taking and transcribing minutes, and typing and distributing minutes and other material. Manages distribution of retiree health reimbursement checks.

**Emphasis Two:**

**Benefits Administration**

Administers and responds to employee inquiries regarding health and welfare benefits, forms and records including oversight of federally required continuation eligibility. Conducts new employee benefits orientations. Assists in the preparation of resolutions associated with health and welfare benefits. May assist in responding to internal and external surveys. Oversees Department of

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Transportation (D.O.T) pre-employment and random drug testing scheduling and tracking.

### **Emphasis Three:**

#### **Office Management and Administrative Support**

Provides support to the Senior Management Analyst and Human Resources Analyst. Administers the documentation requirements of the 1986 Immigration and Control Act. Prepares and processes required Human Resources' forms such as new employee forms and all hourly employee Action Forms. Plans and manages the employee service awards program. Assists with preparation and publication of the employee newsletter, *The Foghorn*. Maintains and updates City-wide Department of Motor Vehicles Pull Program files. Coordinates and distributes weekly Training Center schedule. Maintains and orders office supplies. May assist in proctoring Civil Service examinations, administering certification of active Civil Service Employment Lists and entering data in computerized applicant tracking program.

### **MINIMUM REQUIREMENTS**

**Ability to:** Communicate effectively both orally and in writing; speak to and direct large groups; understand and apply instructions, rules, regulations and policies including the City's *Rules and Regulations of the Classified Service*; analyze, process and schedule detailed work accurately; learn, understand, and communicate employee benefit parameters and regulations, learn and use all Microsoft Office Suite applications, the Human Resources Information System (HRIS) and other City software programs. Transcribe proceedings at meetings of commissions, boards or special committees; exercise good judgment in matters of a confidential nature; work independently in absence of supervision; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis;

**Knowledge of:** Appropriate English grammar and spelling; current office equipment and methods including operation of personal computer and minicomputer programs, including advanced, competent use of Microsoft Word; record keeping and organizational practices; basic arithmetic; and certain federal, state and municipal personnel regulations

**Education:** Graduation from high school or equivalent and an AA degree. An additional two years of personnel work may be substituted for the AA degree.

**Experience:** Three years of experience in responsible administrative, personnel technical work that involved regular contact with the public.

**License:** Possession of a valid Class C California Driver's License.

R: 3/2007