

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 Director of Human Resources and as administrative support to the City's Human Resources Department. Completes related work as required.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this position is a Human Resources generalist performing a wide range of personnel assignments in administering and processing health and welfare benefits; managing the administrative duties associated with the Personnel Board and overseeing the preparation and management of all employee requisition and action forms; managing the office and providing administrative support to the Director of Human Resources, Assistant to the Director of Human Resources, Senior Management Analyst, the Human Resources Analyst(s) and Human Resources Specialist(s).

**EXAMPLES OF DUTIES**

Including but not limited to maintaining 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 email; investigates and 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 and files employees' personnel records and other 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.

Prepares inter-office memoranda and requisition forms; elicits employee evaluation forms for all departments by preparing and transmitting initial forms. Manages performance appraisal forms for distribution in accordance with established procedures. Serves as Assistant 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. Processes and manages distribution retiree health reimbursement checks. Administers Department of Motor Vehicles (DMV) Pull Program, tracks employee driving records and issues quarterly department list of commercial drivers' medical expirations. May assist in responding to internal and external surveys. May assist department personnel with data entry on applicant tracking program, proctoring Civil Service examinations, in administering certification of active Civil Service Employment Lists using applicant tracking program, and assists with City-wide events. Processes

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employee separations and cafeteria plan worksheets, enters employee information into ERP system, tracks employee trainings; and processes invoices.

Provides support to the Director of Human Resources, Assistant to the Director of Human Resources, Senior Management Analyst, Human Resources Analyst(s) and Human Resources Specialist(s). Administers the documentation requirements of the 1986 Immigration and Control Act. Prepares and processes required Human Resources' forms, such as new employee forms and employee Action Forms. Assists with preparation and publication of the employee newsletter. Maintains and orders office supplies and other duties as assigned.

### **MINIMUM REQUIREMENTS**

**Ability to:** Communicates effectively both orally and in writing; speaks to and direct large groups; Interacts positively and cooperate with co-workers, responds politely to customers, works as a team member, functions under demanding time pressure, responds in a positive manner to supervision, attends work and perform duties on a regular and consistent basis. Understands and applies instructions, rules, regulations and policies including the City's *Rules and Regulations of the Classified Service*; analyzes, processes and schedules detailed work accurately; learns, understands, and communicates employee benefit parameters and regulations, learns and uses Microsoft Office Suite applications, Human Resources Information System (HRIS), applicant tracking system and other City software programs. Transcribes proceedings at meetings of commissions, boards or special committees; exercises good judgment in matters of a confidential nature; works independently in absence of supervision.

**Knowledge of:** Appropriate English grammar and spelling; current office equipment and methods including operation of computer 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 Associate of Arts (AA) degree.

**Experience:** A minimum of two years of experience in administrative and Human Resources technical work that involved regular contact with the public.

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

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