



CLASS SPECIFICATION

Class Code: 0501
Date Est: 7/73
Last Rev: 4/98
Last Title Chg: 3/2001
FLSA: non-exempt

HUMAN RESOURCES SPECIALIST TRAINEE

DEFINITION

Under direct supervision, performs technical duties in support of a centralized personnel program; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of clerical experience which included detailed record keeping procedures; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

None.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Human Resources Specialist class series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. If the requisite proficiency is not demonstrated an incumbent will not be retained, but will return to his/her former status.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Encode applicant/candidate information into applicant tracking system for recruitment and examination purposes.

Review personnel requisitions for filling positions, determining accuracy of information and status of existing eligible list(s).

Update eligible lists by obtaining hiring information from departments and surveying existing eligible list(s) to determine candidate status in order to advise personnel analysts of recruitment needs when personnel vacancy requisitions are received.

Compile and maintain a variety of personnel reports including recruitment status updates, to provide accurate information to departments and staff.

Provide confidential information to approved parties upon receipt of appropriate written authorization, ensuring that files are complete with required documentation.

Schedule and proctor examinations, as needed, to assist with examination processes.

Score examinations and provide input for review by staff.

Serve as information resource regarding rules and regulations that pertain to eligible lists and personnel\payroll actions; interpret regulations, policies and procedures; handle inquiries on the telephone and in person; answer

questions from applicants regarding their current eligible list status and assist with the completion of personnel/payroll paper work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Record keeping techniques, practices, and forms utilized by Washoe County Personnel Division.

Federal, state, and local laws, statutes, codes, regulations, and standards related to personnel administration, including the Washoe County Merit Personnel Ordinance.

Management information systems and software programs used in the assigned area.

Ability to:

Compile, tabulate, evaluate, and interpret data and information.

Write reports and other documents.

Explain pertinent regulations and standards, including administrative and departmental policies and procedures.

Proctor written, oral, and performance examinations.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

General office practices and procedures.

Filing and record keeping techniques.

Methods and techniques of data collection and report preparation.

Personal computers and software applications.

Ability to:

Read, interpret, and apply rules, regulations, and policies.

Proofread material for discrepancies, with a high degree of accuracy and attention to detail.

Perform accurate mathematical calculations.

Ability to enter data at a speed necessary for successful job performance.

Communicate in a clear, concise manner, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to operate office equipment including computers, telephones, calculators, copiers, and FAX machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001