



CLASS SPECIFICATION

Class Code: 60000509
Date Established: 10/1996
Last Reviewed: 05/2022
Last Revised: 05/2022
Last Title Change: 03/2001
FLSA: non-exempt
Probation: 12 months

HUMAN RESOURCES SPECIALIST I

DEFINITION

Under immediate supervision, performs technical and paraprofessional level duties in one or more assigned human resources program areas, including recruitment and examination, classification, payroll administration or other related programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time clerical experience supporting the functions of a Human Resources Department; an associate degree from an accredited college or university in human resources management or a closely related field may substitute for one year of the required experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Human Resources Specialist classification series which provides for progression to the next level upon meeting the requirements of the class and recommendation of the appointment authority. This level is intended as a training position to enable incumbents to learn policies, procedures, and specific techniques to perform basic assignments within the assigned program area. This level is distinguished from the Human Resources Specialist II in that incumbents are more closely supervised, are expected to communicate only well-defined human resources policies and procedures and refer decisions outside standard procedure to supervisory personnel.

SUPERVISION EXERCISED

Exercises no supervision.

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

Maintain the applicant tracking system and/or the Human Resource Management System (HRMS), the generic email in-box, and the departmental intranet website; coordinate with Technology Services and other County staff and vendors regarding system updates, problems, needs and revisions.

Participate in the coordination of the recruitment examination planning; review schedule of past examinations and provide pertinent information to the analysts; utilize HRMS/applicant tracking system to set up exam plans, confirm examination dates and notify applicants of schedule and testing procedures; score exams and provide recruitment reports as requested.

Under direct supervision, conduct routine recruitments; prepare job announcements and advertisement; review applicant education and experience to determine conformance to well defined minimum qualifications.

Schedule, administer, and proctor written, oral and performance employment examinations; assemble test materials, schedule testing sites and coordinate with department to arrange for raters and/or proctors; provide training and support for raters and proctors.

Review and maintain job candidate lists; enter test scores and pass points into the HRMS/applicant tracking system; inform analysts of condition of lists and need for future recruitments and ensure that Certified Lists comply with all provisions of Washoe County Code.

Maintain and update test booklets and store testing materials in a secure manner; proof revised examinations; dispose of old examinations in accordance with Department procedures.

Compile data, prepare reports, and monitor reports submitted by contracted temporary agencies and departmental volunteer coordinators; review utilization and hours worked for compliance with state and county codes; notify appropriate staff of non-compliance with policies.

Coordinate background check and fingerprint processes for County employees and volunteers in accordance with county code and policies; maintain confidential records.

Maintain, audit and update County official human resources files and specialized databases pertaining to all County employees and/or applicants; review content of data and documents ensuring compliance with applicable rules, regulations, codes, contracts, and policies.

Provide support to department staff within assigned functional area; handle inquiries via email, phone or in person; answer questions and provide information where judgment, knowledge and interpretation are called for; schedule and facilitate meetings with internal and external providers.

Review source documents for completeness, accuracy and conformity to county codes, bargaining contracts and/or control documents; correct document as appropriate; coordinate with submitting Department to resolve problems.

Explain well defined County Code and bargaining contract provisions to County employees, departmental human resource representatives and applicants; answer procedural questions, recommend other options available.

Review, verify, and process unemployment compensation claims, verifications of employment, and other related employee requests.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Washoe County organizational structure.

Departmental and divisional policies and procedures.

Laws, regulations, standards, and collective bargaining agreements related to the maintenance of human resources records, training, online recruitment, and processing of payroll transactions.

County human resources and payroll practices and procedures.

Office filing, record management systems and records retention.

The County human resources system and its interrelationship with other departments.

Computer programs and software specific to the department and assigned duties including interactive databases and audio-visual equipment.

Ability to:

Analyze and develop changes in operating processes and procedures.

Research and analyze issues, identify problems, and present alternative solutions.

Provide training to the public, management, County employees and human resources representatives.

Effectively and professionally represent the programs, operations, and functions of the Department of Human Resources with the public, county staff and other government agencies.

Accurately interpret, apply, and explain a variety of codes, ordinances, policies and procedures, regulations and standards, and labor contracts.

Read, comprehend, and apply federal, state, and local laws, statutes, codes, regulations, and standards related to human resources management.

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

Knowledge of:

Human Resources and payroll practices and procedures in a public environment.

General office practices and procedures.

Correct English usage, spelling, vocabulary, grammar, and punctuation.

Principles of administrative support functions.

Modern methods and techniques of data collection, data entry, recordkeeping, and report preparation.

Microsoft Office Suite applications and standard computer software applications.

Audio-visual and presentation equipment.

Ability to:

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Plan and organize workload to ensure schedules and deadlines are met; handle multiple tasks simultaneously and prioritize accordingly.

Research, compile, tabulate, evaluate and interpret data and information.

Collect, verify, and enter data and process source documents appropriately.

Create and maintain computer spreadsheet applications

Perform accurate mathematical calculations including percentages, fractions, and statistics.

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

Make effective oral and visual presentations in front of individuals and groups.

Create, revise, and print emails, memos, letters, reports and spreadsheets using computer software.

Deal with stressful situations in a calm, objective manner.

Efficiently allocate cognitive resources to achieve thoroughness and accuracy.

Read, interpret, and apply bargaining agreements, human resources rules, regulations and policies.

Proofread a variety of routine and non-routine documents for accuracy and completeness.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment; ability to operate office equipment including computers, telephones, calculators, copiers, scanners, and audio-visual equipment. Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and carry objects weighing up to 25 lbs. Ability to occasionally work outdoors.

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