



CLASS SPECIFICATION

Class Code: 60000510
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 II

DEFINITION

Under general 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

An associate degree from an accredited college or university in human resources management or a closely related field AND one year of full-time experience performing human resources functions, or payroll; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Human Resources Specialist classification series. This level is distinguished from the Human Resources Specialist I in that incumbents perform the full range of duties with a high degree of independence, accuracy, and accountability. Incumbents are expected to assess processes and procedures and make recommendations for improvement based on efficiency, cost savings or conformity to governing rules, regulations, codes, and contracts.

SUPERVISION EXERCISED

None.

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

May serve as the designated contact for the Human Resource Management System (HRMS)/applicant tracking system, and the departmental intranet website; provide support to department human resources representatives, staff, management and applicants; handle inquiries via email, phone or in person; answer questions and provide information where judgment, knowledge and interpretation are called for; troubleshoot issues and resolve complaints and refer issues to appropriate sources(s) as necessary.

Maintain the HRMS/ applicant tracking system, the departmental intranet website and the human resources tables; reconfigure system as appropriate; assign rights to department users; coordinate with Technology Services and other County staff and vendors regarding system updates, problems, needs and revisions.

Coordinate 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.

Conduct routine recruitments under the supervision of an analyst; prepare job announcements and advertisements; represent Washoe County Human Resources at job fairs; review applicant education and experience to determine conformance to the 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.

May conduct training classes in accordance with County strategic needs and established time frames to update and maintain employee knowledge, skills, and abilities.

Review and maintain job candidate lists; enter test scores and pass points into the HRMS/OLR system; inform analysts of condition of lists and need for future recruitments; coordinate with department on applicability of current list and recommend optional actions; generate List of Eligible Candidates; ensure that Certified List complies with all provisions of Washoe County Code.

Maintain and update test booklets and testing materials in a secure manner; evaluate test administration process and recommend appropriate adjustments prior to next administration; 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 and control typing test processes.

Control, maintain and generate Transfer/Voluntary Demotion/Reinstatement Lists.

Coordinate background check and fingerprint processes for County employees and volunteers in accordance with County code and policies; maintain confidential records; coordinate with third party provider(s) regarding process updates, problems, needs and revisions.

Control, 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; effect revisions as necessary to remain compliant; limit access of information to authorized sources.

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; approve document and submit to appropriate authority.

Interpret and explain County Code and bargaining contract provisions to County employees, departmental human resource representatives and applicants; answer procedural questions, resolve complaints, recommend other options available and clarify discrepancies that pertain to a variety of human resource functions.

Organize, schedule and facilitate the department human resources representatives' meetings; schedule guest speakers; provide training in human resources/payroll processing duties and new procedures, site visits, contract provisions and system changes.

May provide support for labor relations by maintaining the appendix of job classification/job family areas of the various bargaining contracts and update related spreadsheets.

Maintain and update the Human Resources department internet and intranet websites including troubleshooting, issues, and resolving complaints.

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.

County human resources systems and their interrelationships with other departments.

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

Ability to:

Develop, recommend, and implement changes in operating processes and procedures.

Research and analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

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.

Independently plan and organize workload to ensure schedules and deadlines are met; handle multiple tasks simultaneously and prioritize accordingly in a high-volume production environment.

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.

Deal with stressful situations in a calm, objective manner.

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 and/or telecommuting 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, carry and move 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.