



## CLASS SPECIFICATION

Class Code: 60015333  
Date Established: 05/2005  
Last Reviewed: 05/2022  
Last Revised: 05/2022  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### HUMAN RESOURCES SPECIALIST III

#### **DEFINITION**

Under general supervision, performs centralized Countywide HR/Payroll administrative duties in the Human Resources Department specializing in Human Resource Management System (HRMS) maintenance, personnel transaction auditing, HR/payroll processing, personnel records, training/communications, and other related programs; performs related duties 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 two years of technical human resources experience in which Human Resources information management (including the review and audit of personnel transactions) was the primary duty; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

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

#### **SUPERVISION EXERCISED**

May supervise support staff.

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

Control, maintain, update, and audit HRMS payroll transactions and employee data such as hires, terminations, merits, promotions, etc.

Administer centralized payroll processing functions such as COLA's, career incentive pay, special pays, elected official longevity pay, etc.

Coordinate and review supporting documents such as I-9's, PERS, beneficiary, etc. for completeness, accuracy, and conformity to federal, state, and County guidelines, bargaining contracts and/or control documents; correct document as appropriate; coordinate with submitting department to resolve problems; approve document and submit to appropriate authority.

Maintain position control and human resources tables; create, delimit, reclassify positions, and change job classes; coordinate and enter budget account data; assign access rights to department human resources representatives; coordinate with Technology Services staff regarding system problems and needs.

Provide HRMS support to department human resources representatives and back-ups; interpret and explain County code and bargaining contracts to County employees, and departmental human resource representatives; answer procedural questions, resolve complaints, recommend other options available, and clarify discrepancies.

Organize, schedule, and facilitate the department human resources representative's meetings; schedule guest speakers; provide training in HRMS duties and new procedures, contract provisions and system changes.

Perform human resources administrative functions such as maintaining, coordinating, and updating drug test processes for County employees with CDL status in accordance with County Code; PERS reporting; and maintaining medical files.

Compile data and prepare reports using various software programs for use by County management.

Coordinate with Finance and Technical Services staff of programming requirements and table changes required in order to implement compensation adjustments and other negotiated changes; coordinate implementation of changes and test accuracy of data prior to forwarding to departmental staff for processing.

Review and verify unemployment compensation claims and coordinate results with Finance.

May supervise support staff assigned to the human resources employee services function; assign and review work; establish work procedures; provide input into performance evaluations.

Performs other related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS** *(These may be acquired on the job and are needed to perform the work assigned.)*

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

**Knowledge of:**

Departmental/divisional policies and procedures.

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

Principles and practices of human resources management and administration including recruitment, selection, classification, compensation, and payroll practices and procedures.

County human resources systems and their interrelationship 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 or proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

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

Effectively represent the programs, operations, and functions of the Human Resources Department 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.

**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.

Advanced concepts of technical human resources data collection, entry, recordkeeping, auditing, and report preparation.

Principles of administrative support functions.

Microsoft Office Suite applications, standard computer software applications, and HRIS systems.

**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.

Plan, organize, and implement work procedures to accommodate strict deadlines.

Create and maintain computer spreadsheet applications.

Handle multiple priorities and tasks and work in a high-volume production environment.

Proofread material for discrepancies and maintain a high degree of attention to detail.

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

Perform accurate mathematical calculations including percentages and fractions.

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

Deal with stressful situations in a calm, objective manner.

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

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.*