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Resolution: 020926-F

**Job Title:** Human Resources Specialist

**Department/Division:** Human Resources

**Reports To:** Human Resources Director

**Direct Reports:** None

**Salary Class/Salary Grade:** Classified/Grade 16

**Employment Status/FLSA:** Full-time Regular/Non-Exempt

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**GENERAL DESCRIPTION:**

The purpose of this position is to provide a variety of routine and complex administrative and technical tasks in support of HR functions, programs, and services.

**ESSENTIAL JOB DUTIES:**

1. Maintains accurate and up-to-date human resource files, records, and documentation to include electronic and hardcopies.
2. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
3. Full life-cycle of job postings, pre-employment processing to include physical, drug screen, polygraph, psychological exams, new hire documents and conducting or assisting with new hire orientation. (Scheduling, coordinating with Payroll HR Generalist / Benefit HR Generalist / creating ID badges, creating email accounts / ensuring new hire videos are completed and acknowledgments signed)
4. Administrative duties include departmental invoice processing, outside employment form management, child labor certificate renewal, drug free certificate renewal, MVR's, birthday reports, annual DOT clearing house checks, random drug screen assistance.
5. Maintains disciplinary tracker and various reports for management.
6. Assist in the administrative functions of Review Snap (performance management system)
7. Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events.
8. Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff.
9. Maintains the integrity and confidentiality of human resource files and records.
10. Provides various clerical support to the HR department.

11. Communicates with employees, supervisors, and City leadership to explain human resources procedures, answer questions/complaints, assist employees in completing employment related forms.
12. Responsible for position control to include tracking approved positions and maintaining job descriptions.
13. Assists with special projects as needed such as entry-level and promotional testing and training programs for City employees.
14. Enters, updates and verifies data into various systems; reviews and verifies accuracy of data; runs and distributes reports as needed.
15. Assists in maintaining the department's website page and SharePoint site for human resources department.
16. Develops, receives, and distributes various forms and correspondence; reviews for completeness and accuracy; distributes to appropriate personnel, departments, or other agencies.
17. Maintains records both in print and electronically; files and retrieves records in accordance with established standards and record retention guidelines.
18. Monitors and inventories supplies; makes or recommends orders as needed.
19. Serves as a back-up for payroll and benefits.
20. Records various statistics related to departmental operations and prepares reports as requested.
21. Makes recommendations regarding new work procedures, policies, and programs designed to improve services.
22. Maintains high standards of confidentiality of all employee records and information.
23. Maintains knowledge and technical proficiency in applicable personnel laws, regulations, and policies.
24. Attends meetings, seminars, and training sessions to remain knowledgeable of City and departmental operations and to promote improved job performance and communications; reads professional literature and maintains professional affiliations.
25. Regular & predictable attendance is a required essential function of the position based on department established work schedule.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of human resources
- Knowledge of federal state and local laws and regulations related to payroll and human resources
- Knowledge of City of Alabaster rules, policies, and procedures
- Knowledge of Microsoft Office including, Excel, Word, and PowerPoint
- Ability to communicate clearly and effectively, both in orally and in writing
- Ability to maintain composure in stressful situations
- Ability to make moderately complex mathematical calculations
- Excellent organizational skills and ability to prioritize multiple tasks and demands
- Ability to compile and analyze data
- Ability to prepare reports and correspondence
- Ability to exercise tact and discretion in handling confidential human resources matters
- Ability to exercise sound judgment in analyzing situations and identifying potential problems and making appropriate recommendations.
- Ability to work independently and as part of a team

Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public

**MINIMUM QUALIFICATIONS:**

High school diploma or GED with college coursework in human resources management, business administration, or a closely related field with 3 years of experience in human resources, benefits, or payroll administration is required.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

**The physical activities required for this position involve:**

Frequent sitting, using hand and fingers, talking, and hearing. Occasional standing, walking, reaching with hands and arms.

**This position requires lifting:**

Up to 25 pounds occasionally.

**This position has the following special vision requirements:**

Ability to read information both in print and electronically.

**ENVIRONMENTAL WORKING CONDITIONS:**

**The following physical conditions and hazards may be encountered while working in this position:**

None.

*I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.*

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Immediate Supervisor

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Date

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Department Head

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Date

*I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.*

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Employee

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Date