



Job Description

Job Title:	Human Resources Specialist	Classification:	Classified
Department:	Human Resources	Grade:	160
Occupational Group:	Human Resources	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision, performs a variety of professional and paraprofessional level human resource functions in the areas of employment, payroll, benefits, training, and compliance. May perform a variety of general safety and risk management functions in loss control, safety, and claims management.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Manages hiring requisitions for all position vacancies; develops and posts advertisements and for external and internal recruitment and promotional processes on professional association, school and university and business job sites.
2. Attends recruiting events; assembles/disassembles and oversees recruiting booths during recruiting events; engages with schools, community partners and potential applicants about careers.
3. Reviews and screens incoming employment applications and resumes and forwards to hiring manager.
4. Coordinates, schedules, and participates in interviews; Prepares reports, including interview summaries, for the hiring department.
5. Completes and/or assigns to HR Administrative Assistant new hire on-boarding processes:
 - a. orders external background checks for new hires and reviews results; provides Fair Credit Reporting Act notices to candidates
 - b. Schedules and verifies pre- and post-offer skills and/or physical testing is successfully completed before employee hire/start date; may proctor skills testing, as needed by department request
 - c. Completes employment work authorization (I-9 form, e-verify and state reports)
 - d. Verifies education and certifications
 - e. Writes offer letters; communicates the official employment date and benefit summary to new hires
 - f. Notifies supervisors, managers and IT of new employee start and orientation dates
 - g. Enters new hire information into computer system, creates and ensures completion of employee computer sign-on information and calendar notifications before employment commences
 - h. Creates employee identification badge and requests building access cards from IT
 - i. Drafts pay status sheets, obtains department head signatures; submits to finance for payroll processing
 - j. Processes new hire and benefits enrollment documentation; submits to finance and enters in health provider portals; ensures employees receive insurance cards
6. Conducts new hire orientation and assists with staff trainings.

7. Tracks and reports monthly new hires and employee terminations/retirements to Director.
8. Facilitates monthly random drug/alcohol testing with third party administrator and prepares compliance reports for FTA/DOT; updates eligibility list; notifies employees or supervisors of testing orders; monitors results. Notifies supervisors of concerns with timely submission or positive test results and appropriate action
9. Manages the eligibility, enrollment, utilization, tracking, termination, and reporting for City benefit programs such as health, dental, vision, and life insurances, retirement programs, flexible spending, FMLA, Military Leave, Return to Work, Care Leave, EAP, and Tuition Reimbursement programs, gym reimbursements and other programs
10. Serves as staff and vendor liaison for resolving employee benefit questions or issues
11. Completes payroll data entry; maintains and files records to ensure compliance with record retention policies
12. Maintains the confidentiality of information and records as required by law, City policy, and procedures
13. Assists Director with State and Federal employment reports, liability claims, open records requests
14. Assists Director with unemployment claims and workers' compensation claims
15. Coordinates employee service awards program, assists with employee events, and retiree awards
16. Provides guidance to employees on applying city policies

Other Duties

- May assist with a variety of general safety and risk management tasks
- Sets up and oversees employee banquets, picnics, and special activities/events
- Participates in employee and community committees as assigned
- Attends and participates effectively at departmental staff meetings
- Punctuality and regular attendance to ensure adequate services to departments and public
- Performs other duties as assigned

Minimum Qualifications

Knowledge of: Federal and State employment laws, policies, regulations, and guidelines; City's Charter and Personnel Rules and Regulations; City of Joplin's employment, compensation, and benefits practices; effective communication strategies and techniques for adult learners; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees/officials and the public; understanding and interpreting complex laws, regulations, policies, procedures, and guidelines; providing quality customer service; written and verbal communication; accurately entering data into computers for payroll and reporting purposes; Microsoft Office Suite.

Education: Graduation from an accredited college or university with an Associate's or Bachelor's degree in Human Resources, Personnel Management, Business Management, or related discipline is preferred. HR or Benefits/Payroll certification preferred.

Experience: a Minimum of three years of progressive Human Resources responsibilities in recruiting, payroll and benefits experience is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. SHRM, ICMA-HR, IFEBP, CEBS or other such HR and/or benefits certification is a plus.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	