



Human Resources Specialist

Category: Classified/Excluded
Pay Grade: C22
Job Code: 20130

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical and administrative tasks relating to implementation and maintenance of the Unified Personnel System; may be responsible for one or more specialized human resources programs such as benefits, employment, pay and classification, communications, human resources information systems, or training.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Advises administrators and managers regarding position, promotions, demotions, transfers, reclassifications, temps, hiring, terminations, etc;
- Coordinates and conducts training programs and assists in maintaining automated class schedules and records;
- Provides technical support in the administration of a broad range of employee benefits, assistance, and/or insurance programs including health, wellness, dental, life, retirement, employee assistance, and related tasks;
- Creates and edits graphics, logos, and outreach materials for use on the website or for publication.
- Designs the Human Resources website pages, maintain the content daily and compile web analytics as requested.
- Creates visual concepts to communicate ideas to inspire or inform employees.
- Develops unique branding for special initiatives to ensure a consistent attractive look.
- Meets with staff to assess their communication needs including the Human Resources Director for high-visibility projects, recommends outreach strategies, design, format, and content for the materials.
- Plans, implements, and provides employee education for the group health, disability, life insurance, and health improvement programs;
- Counsels supervisors, employees, and their dependents on a wide variety of laws, rules, and policies including the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), benefits eligibility, UPS rules, employment law and equal employment, etc.;
- Develops and edits articles and items for publication in newsletters, reports, websites, training materials, and broadcast distribution;
- Creates documents for publication including layout and graphic design using desktop publishing and other software;
- May perform information processing duties including data entry and retrieval, using available statistical and computer programs;
- Administers and supports the tuition reimbursement program;
- Performs other related job duties as assigned.

QUALIFICATIONS**Education and Experience:**

Associate's degree in personnel management, public or business administration, finance, or directly related field and four (4) years of highly technical and professional human resources or personnel administration experience; or Bachelor's degree in human resources, personnel administration, business, public administration, or a related field and two (2) years of highly technical and professional experience in human resources or personnel administration; or six (6) years of highly technical and professional human resources or personnel administration experience applications or; an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualification to an in-line career ladder position within the same organization or department.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific human resources programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles and procedures of public sector human resources administration;
- Knowledge of the principles of management, education, career development, and statistics;
- Knowledge of principles, practices and techniques relevant to recruiting qualified, employment applicants;
- Knowledge of principles, methods and techniques relevant to labor classification and compensation;
- Knowledge of benefits programs, laws, and regulations;
- Knowledge of the Family Medical Leave Act, the Americans with Disability Act, and other benefits related to federal, state and local laws;
- Knowledge of analytical concepts and methods used in benefits compensation, classification or testing determination;
- Knowledge of publication principles and methods including desktop and web publishing.
- Skill in the use of publishing software;
- Skill in public speaking;
- Skill in the use of a personal computer including word processing, spreadsheet and database applications.
- Ability to perform technical computations and statistical tabulations, and prepare reports based upon the findings;
- Ability to interact with community resource organizations;
- Ability to write and prepare documents for distribution including design and layout;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to analyze facts, prepare reports, and maintain filing systems;
- Ability to deliver accurate and understandable information in response to inquiries and complaints;
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees and others.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.