



Title: Recruitment and Benefits Specialist

FLSA STATUS: Non-Exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Human Resources Manager.

Receives lead direction from either the HR Manager or the Sr. Human Resources Analyst.

This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Associates Degree or equivalent education/experience.

- **Experience:** A minimum of three (3) years experience in Human Resources with at least one (1) year equivalent to the HR Specialist level in recruitment and benefits.

- **Licenses/Certifications/Special Requirements:**
 - None

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to provide technical support in the functional areas of Human Resources including recruitment, benefits, and wellness. This is accomplished by responding to inquiries, processing actions in the area of assignment, providing customer service and coordinating related projects. Other duties include completing surveys, tracking assigned performance measures, updating websites, performing record retention and ensuring compliance with all city policies and memorandums of understandings, and local, state and federal regulations and participating in related activities.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions for Recruitment Specialist Assignment
1	Ensures all advertising deadlines are met and that position vacancy practices are followed within established guidelines. Works in collaboration with departments to produce recruitment materials. Coordinates and communicates with City employees in matters of recruitment and selection. Ensures that post-selection guidelines are followed including: background investigations, confirmation notices, physical exams, and personnel and payroll paperwork. Makes job offers to selected candidates within the boundaries of the hiring policies and procedures. Prepares the Job Offer/Personnel Action Form to begin the hiring process. Maintains applicant tracking system.
2	Gathers information in support of department staff and conducts pre-employment meetings with new hires. Schedules and actively participates in external recruitment activities such as job fairs and outreach programs to continue to recruit a more diverse and qualified applicant pool for City vacancies. Prepares correspondence to employees, applicants, and other outside agencies on human resources business issues. Performs reporting for assigned performance measures.
3	Answers inquiries and provides guidance to customers which include employees, HR staff, other organizations, departmental time-keepers, personnel action form (PAF) preparers and payroll, in person, through email, and on the phone. Adheres to City customer service standards.

#	Essential Functions for Benefits Specialist Assignment
1	Conducts new hire benefit orientation and insurance enrollment. Reviews and processes benefits information including entering the data into PeopleSoft BenAdmin program. Reviews and processes requests for family status changes, benefits billing and audits, file interfaces with vendors and COBRA processing.
2	Coordinates the city-wide Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA) random drug screening process and confirms pre-employment drug screen and physical clearance. Coordinates post-accident drug screening and the Commercial Drivers License (CDL) medical program.
3	Answers inquiries and provides guidance to customers which include employees, HR staff, other organizations, departmental time-keepers,



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	personnel action form (PAF) preparers and payroll, in person, through email, and on the phone. Adheres to City customer service standards.
4	Provides data as assigned related to public record requests. Performs surveys and other benefits related research as required.
5	Provides general support to the wellness program to include but not limited to setting up for events, advertising and promoting for events, and providing information to employees on the program.
6	Creates, updates and maintains City's Benefits web pages.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.