



Title: Human Resources Specialist

FLSA STATUS: Non-Exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Human Resources Manager.

Receives lead direction from either the Sr. Human Resources Consultant 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 the functional area of the job assignment.
- **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 one or more of the functional areas of Human Resources including benefits, classification/compensation, wellness, safety/workers' compensation or workforce administration. This is accomplished by responding to inquiries, processing actions in the area of assignment, providing customer service and coordinating related projects. Other duties include recommending new processes and procedures, 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.



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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 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	Responds and processes employee requests for Family Medical Leave Act (FMLA). Prepares notices, tracks designated leave and coordinates required information with department management. Coordinates FMLA, leave without pay, short-term disability and long-term disability.
3	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.
4	Responds to and processes Workers' Compensation claims. Coordinates with departments and third party administrator and monitors light duty assignments.
5	Reviews, researches and prepares various correspondence, logs and reports regarding industrial injuries and exposures. Identifies lost time status, modified duty and coordinates with employees, payroll, third party administrator and departments on claim and leave status.
6	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.
7	Responds to benefits related survey requests from other organizations. Provides data as assigned related to public record requests. Performs surveys and other benefits related research as required.
8	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.
9	Creates, updates and maintains City's Benefits web pages.
10	Maintains current desk reference for all areas of responsibility.



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#	Essential Functions for the Classification and Compensation Specialist Assignment
1	Receives, reviews, prioritizes, evaluates and processes personnel actions, allowances, certification pay and other payments in the HRIS system within required established timelines and in accordance with Personnel Administration Regulations (PAR's), Memorandums of Understandings (MOU's), Salary Administration Program and related City and legal requirements.
2	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.
3	Responds to salary survey requests from other organizations. Provides data as assigned related to public record requests. Performs salary surveys and other compensation related surveys as required.
4	Conducts monthly and annual classification and compensation related audits. Runs queries, customizes data, and performs data analysis, researches discrepancies and errors. Communicates audit findings, makes recommendations and coordinates necessary follow up actions.
5	Creates, updates and maintains City's Classification and Compensation web pages. Updates job descriptions and salary information on other web sites as assigned.
6	Coordinates the City's bi-lingual testing program.
7	Reviews for accuracy and processes all allowance and special pay programs.
8	Maintains current desk reference for all areas of responsibility.



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#	Essential Functions for Safety/Workers' Compensation Assignment
1	Provides assistance in the development, implementation, and coordination of the City's safety program.
2	Provides coordination for the City Safety Committee. Schedules meetings, takes and distributes minutes and participates in committees.
3	Responds to and processes Workers' Compensation claims. Coordinates with departments and third party administrator and monitors light duty assignments.
4	Reviews, researches and prepares various correspondence, logs and reports related to safety, industrial injuries and exposures. Identifies lost time status, modified duty and coordinates with employees, payroll, third party administrator and departments on claim and leave status.
5	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.
6	Responds to safety, workers' compensation and benefits related survey requests from other organizations. Provides data as assigned related to public record requests. Performs surveys and other benefits related research as required.
7	Designs, organizes and maintains specialized and custom forms, records, reports, files, databases, manuals and logs. Researches and assembles information from a variety of sources for the completion of specialized forms and technical reports. Creates, updates and maintains City's web pages related to Safety/Workers' Compensation as assigned.
8	Maintains current desk reference for all areas of responsibility.



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#	Essential Functions for Workforce Specialist Assignment
1	<p>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 to help meet the overall recruitment objectives for the City. Coordinates and communicates with City employees of all levels 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 pay plan and hiring policies and procedures. Prepares the Job Offer/Personnel Action Form to begin the hiring process. Updates employment information on the City's website and makes recommendations regarding changes to website to the Workforce Administrator. Maintains applicant tracking system.</p>
2	<p>Develops and conducts associated training as it applies to the recruitment function. 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.</p>
3	<p>Provides support for employee relations activities. Schedules and conducts exit interviews, gathers information in support of department staff and conducts pre-employment meetings with new hires. May assist with employee relations related investigations.</p>
4	<p>Provides support to Human Resources Consultants by providing technical assistance to departments for employee relations issues and ensures compliance with related federal, state and local regulations including monitoring employment law related legislation, employment law poster, case law findings and related activities.</p>
5	<p>Assists with in the development, conducting and coordinating employee relations and related training.</p>
6	<p>Prepares correspondence to employees, applicants, and other outside agencies on human resources business issues. Assists in conducting research, preparing reports, suggesting recommendations on human resources policy, procedures and programs. Performs reporting for assigned performance measures.</p>
7	<p>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.</p>
8	<p>Maintains current desk reference for all areas of responsibility.</p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Human Resources Specialist

Created: 08/2012

Revised: 10/2013, 7/14, 7/15 and 1/16



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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.