



City of Peoria

HUMAN RESOURCES

Title: Human Resources Specialist Classification and Compensation Assignment

FLSA STATUS: Non-Exempt (overtime eligible) under FLSA guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Benefits and Compensation Administrator
This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Associates Degree or equivalent education/experience.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.

- **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 to the Human Resources Department in the functional area of classification and compensation. This is accomplished by maintaining the City's electronic employee database and records in the Human Resources section of the Human Resources Information System (HRIS) by evaluating, analyzing and processing employee personnel actions, creating new employee records, conducting regular audits of system information, and coordinating with the Finance Department/Payroll Division. Provides support to the Compensation division by assisting with responding to internal and external classification and compensation surveys, assisting with job description formatting and publishing job descriptions on appropriate websites and determining eligibility and processing service awards. Performs related duties as assigned.



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 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 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	Maintains current desk reference for all areas of responsibility.



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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.