

Job Title: OPS Human Resources Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

**Position Summary:**

Incumbents implement an assigned human resource function or activity, such as recruitment and employment, employee benefits, wellness or compensation. Responsibilities may include tracking multiple timelines; providing information to employees; preparing and reviewing reports for accuracy; responding to questions regarding area of responsibility; interpreting organizational policies and procedures; conducting new hire orientations; maintaining up-to-date job descriptions; determining starting salaries; providing human resources advice to supervisors and employees on policies, procedures, or employment situations; and maintaining accurate records.

**Requirements:**

**Education:**

Associate's degree in human resources, or a related field.

**Experience:**

Two years human resource experience.

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Human Resources principles and practices;
- Human Resources programs;
- Applicable Federal, State, and local laws, rules, and regulations;
- Customer service principles;
- Budget principles;

- Recordkeeping principles;
- Computers and related software applications.

**Skills:**

- Coordinating programs, services, and events;
- Compiling, analyzing, and summarizing information;
- Maintaining confidentiality;
- Performing mathematical calculations;
- Providing customer service;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Coordinates the activities of an assigned human resources function, which includes planning and administering the steps of programs, projects, processes, and/or procedures; monitors compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 45%

These duties are a representative sample; position assignments may vary.		Potential Frequency
2.	Provides information to employees in assigned area of responsibility; conducts related research and/or investigations and makes appropriate recommendations based on findings.	Daily 15%
3.	Responds to inquiries and/or complaints from external agencies and/or the general public; conducts research and/or internal investigations in an effort to resolve issues; recommends solutions based on findings.	Daily 15%
4.	Collects, reviews, preparation, and reporting of relevant information and data related to assigned area of responsibility.	Monthly 5%
5.	Compiles a variety of data and information related to assigned area of responsibility; prepares and maintains related records and reports; files information.	Daily 20%
6.	Performs other duties of a similar nature or level.	As Required

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