

JOB DESCRIPTION

**The City of Sandusky
Human Resource Specialist
Pay Range A5
Administrative Services & Civil Service**

Job Title: Human Resource Specialist

Reports To: Human Resource Manager

Supervises Directly: None

Supervises Through Subordinates: None

Purpose for the Position:

To provide advanced administrative support for the human resources of the City as well as for Civil Service Commission utilizing considerable independent judgement and discretion in assigned areas of responsibility. Provides administrative support and works in a close and continuing fiduciary relationship with the Human Resource Manager who directly participates in collective bargaining on behalf of the City and Department.**Essential Responsibilities:**

Human Resources:

Serve as secretary of the Safety Committee and take a leadership role in implementing our OSHA compliance and general safety programs throughout City operations.

Assist in the implementation of training programs, new employee orientation and monitoring of compliance with City policy for consistent application throughout the organization.

Maintain and administer the classification and compensation program.

Oversee and coordinate the city's administration of the federal and state mandated leaves.

Under the direction of the Human Resource Manager, assist in the administration of the City's benefits programs, workers' compensation, unemployment, health, dental, vision, flexible spending and other benefit programs. Review such programs and recommend changes to these programs.

Plan and conduct recruitment and examining activities; develop job announcements; write and place job advertisements; schedule examination process; screen applications; notify applicants as to his/her status and the timing of the selection process; work with departments on the recruitment and examination process; coordinate and monitor certification, selection, medical examinations and start dates.

Gather and organize information and maintain employees' workers' compensation files. Receives information from injured employee, completes First Report of Injury Form and forwards to Ohio Workers' Compensation within established time frame. Discusses problems/concerns with appropriate employees' supervisor and with appropriate staff at

the Ohio Workers' Compensation. Maintains confidentiality of employee's injury and records.

Properly maintains Workers' Compensation files ensuring all information contained within files is appropriate and within Workers' Compensation guidelines.

Participate in the decision making progress and make recommendations in the Group Plan for the Workers' Compensation program.

Makes recommendations on employee fitness for duty evaluations.

Properly processes and maintains leave records according to established guidelines.

May act on behalf of the Human Resource Manager regarding certain issues of a confidential matter dealing with labor negotiations, unions, and personnel matters.

Works directly for the Human Resource Manager who directly participates in the actual collective bargaining negotiations and has an ongoing role with direct access to bargaining information and the bargaining participant.

Administer and serve as a resource for the City's Safety Program including the Injury and Illness Prevention Program and take a leadership role in implementing our OSHA/PERRA compliance and general safety programs throughout City operations. Prepare agenda safety meetings, meeting notes and coordinate meeting times and events. Serve as Safety Committee Coordinator.

Serve as a liaison between employees and benefit providers.

Administer, coordinates, manages and acts as custodian of HR records, retention schedules and public records request.

Organizes and operates office format.

Monthly, quarterly and annual reporting as necessary.

Assist in administrative issues relating to negotiations, FMLA, BWC, insurance and employee benefits.

Schedules appointments, gives information to the public, files data and correspondence, prepares reports, develops records and keeps accounting records.

Answers telephone, convey messages, runs errands, photocopies documents.

Assist with employee involvement efforts in all areas identified in the Strategic Plan including self-directed work teams, group problem solving and improving employee morale.

Trains administrative staff on procedures and changes/updates in operations.

Ability to understand and communicate written instructions.

Related and other duties as required.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

Civil Service:

Organize original appointment and promotional exams for the Police and Fire Departments, recruit candidates, promotion and advertisement, process applications, schedule and organize exams.

Monthly, quarterly and annual reporting as necessary.

Plan and maintain annual budget and track expenditures.

Files correspondence and other records.

Serve as Clerk of the Civil Service Commission by maintaining records, appointments and minutes.

Self initiate activities consistent with Civil Service goals and objectives.

Skills and Abilities:

Use logical thinking and personal judgement to perform a variety of office tasks that require special skills and knowledge.

Make decisions based on your own judgement and company policy.

Follow instructions with little or no supervision.

Speak and write clearly and accurately.

Plan your own work and sometimes the work of others.

Deal with people.

Change work frequently.

Physical Demands:

Ability to exert up to 25 lbs. of force to lift or carry objects.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside. Office environment.

Reasoning, mathematical and language development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section would be included in this job.

Reasoning Development and Leadership Ability:

Posses excellent communication skills both written and verbal. Possess ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Possess ability to speak and write clearly; write business letters, summaries and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Possess good organizational skills and capable of exercising and making sound decisions.

Language Development:

Reading: Read newspapers, periodicals, journals and manuals.

Writing: Write business letters, summaries and reports, using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.

Speaking: Speak extemporaneously on a variety of subjects.

Math Development:

Add, subtract, multiply and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.

Relationships to Data, People and Things:

Data: *Compiling: Gathering, collating or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.*

People: *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

Things: *Handling: Using body members, handtools, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgment with regard to attainment of standards or in selecting appropriate tool, object or material.*

To do this job, you must have the following licenses or certifications before being hired:

None.

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success?)

High School Diploma (or equivalent) with a minimum of 2 years training at a college or technical school in a business curriculum, or a minimum of 5 years experience.

OR, an equivalent level of education and experience.