

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Human Resources Specialist

Department: City Manager's Office

Employment Status: Full-time

FLSA Status: Exempt



GENERAL NATURE OF WORK: This is a skilled administrative position. An employee in this class is responsible for assisting in a variety of Human Resources functions. The work requires the exercise of judgement in the application of prescribed procedures and methods to routine operational matters. The Human Resources Specialist must possess the skills and ability needed to readily apply a good working knowledge of the administrative procedures and programs of the Human Resources Division. Normal working hours are Monday through Friday. Reports directly to the Human Resources Manager.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of office equipment, including copier, computer and computer system(s), Microsoft Office Suite Products; Word, Excel, Outlook, Access, PowerPoint and other software applications; Adobe, VIP, and Proud City. The primary work site is the City Building.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

- Assists the Human Resources Manager with the work and operations of the Human Resources division of the City Manager's Office.
- Assists with recruitment, testing, and selection activities for the city.
- Conducts wage surveys, performs job task analyses, and updates position descriptions upon request.
- Assists with the implementation and administration of various employee benefit programs, including the Health and Supplemental Insurance Open Enrollment process.
- Responsible for employee relations and programs as requested.
- Assists the Human Resources Manager with the administration of workers' compensation and FMLA programs.
- Assists the Human Resources Manager with the administration of unemployment and COBRA programs.
- Makes policy recommendations to the Human Resources Manager concerning the city's compensation schedule.
- Makes policy recommendations to the Human Resources Manager concerning the city's personnel policies and procedures and employee benefit programs.
- Advises city officials and employees concerning current local, state, and federal personnel laws and regulations as requested.
- Represents the city at personnel related hearings and investigations as requested.
- Creates employee new hire packets based on specific job classifications and employment status (e.g., full-time, part-time, seasonal, or temporary).

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- Responsible for new hire onboarding process, including meeting with the employee.
- Enters the employee information in the HR electronic files – Anniversary Dates, Annual Reviews, Salary Lists, and Staff List spreadsheets.
- Creates the official personnel file and confidential file according to the Ohio Sunshine Laws and files all paperwork appropriately.
- Performs updates to all HR files as necessary.
- Creates a database to track vacation and sick leave usage for all city employees.
- Assists the Human Resources Manager with public records requests, employment verifications, and the appropriate steps for a BWC injury when the manager is unavailable.
- Delegates personnel related work to the Secretary to the City Manager as necessary.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to complaints from citizens as necessary.
- Responds to concerns, questions, and complaints from city employees.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Knowledge of all or ability to learn, understand, and effectively communicate Federal and State labor and employment laws as well as compensation, benefit programs, staffing, and safety practices.
- Knowledge of or ability to learn, understand and effectively communicate the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to maintain records efficiently and accurately.
- Ability to operate office equipment such as a personal computer, calculator, copier, fax machine, telephone, and general office equipment.
- Ability to understand and execute complex oral and written directions.
- Ability to maintain records, prepare reports, and perform other necessary clerical and/or administrative duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Ability to handle confidential information.
- Ability to work under the direction of the Human Resources Manager.

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DESIRABLE TRAINING AND EXPERIENCE:

- Associate degree and a minimum of three years of responsible experience in a governmental support position preferred.
- Supplemented by additional training/classwork in the field of Human Resources Management.
- Must be certified as a Notary Public in the State of Ohio.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to work other than normal working hours when needed.
- Ability to maintain a positive “can-do” attitude in the performance of duties.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

(Signature of Employee)

(Date)

(Approving Authority)

(Date)