

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

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Classification Title:	Human Resources Specialist	Civil Service Status:	Unclassified
Department:	Administration	FLSA Status:	Non-Exempt
Immediate Supervisor:	Mayor	Bargaining Unit Status:	Excluded
Employment Status:	Full-Time	Positions Supervised:	None

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general direction of the Mayor, performs a variety of functions to ensure the efficient operation of the City's human resources programs; serves in multiple capacities, including, liaison between the City and administrative agencies, serves as Drug Free Workplace Coordinator, and Secretary to the Civil Service Commission; coordinates recruitment processes in accordance with applicable City policies, Municipal Civil Service Rules, and/or labor agreement; assists with the implementation and administration of City policies and labor agreements; receives and responds to questions from Department Heads; develops and administers new hire employee orientation program(s); establishes and maintains secured electronic and paper human resource files; exercises judgment and discretion and maintains confidentiality of information as appropriate.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

An associate's degree or higher from an accredited college or university with a major in human resources or related field, or human resource certification; plus three (3) or more years of experience in benefits administration and payroll administration; proficiency in Microsoft Office, particularly Excel, Outlook and Word; general accounting experience preferred, or an equivalent combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

**LICENSURE OR CERTIFICATION
REQUIREMENTS**

Professional in Human Resources (PHR) Certificate preferred.

1. Assists with health care/wellness program(s); communicates or coordinates communication of significant changes to affected employees.
2. Develops and administers new hire employee orientation program; (e.g., meets with new employees, promotes positive attitude toward

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City's goals and objectives, reviews key policies, coordinates completion of necessary paperwork, confers with Department Head, compiles and maintains documentation regarding new hires and promotional selection procedures for EEOC purposes, etc.).

3. Remains informed of current development and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences.
4. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
5. Establishes and maintains secured electronic and paper Human Resources files in an organized and professional manner (e.g., personnel files; background checks; medical records; drug/alcohol testing records; grievance files, etc.). Exercises judgment and discretion and maintains confidentiality of information as appropriate.
6. Assists with the implementation and administration of City policies and labor agreements. Maintains up to date documents and related ordinances; disseminates updates to Department Heads and local Union officials as appropriate; receives and responds to questions from Department Heads. Assists with the maintenance of the City's classification plan. Communicates with representative(s) from Management Consulting firm and Law Director to promote statutory compliance, uniformity and consistency; provides guidance and assistance to Department Heads.
7. Coordinates recruitment processes in accordance with applicable City policies, Municipal Civil Service Rules, and/or labor agreement (e.g., prepares and distributes/coordinates the distribution of notices of job vacancies, notifies outside agencies/media of employment opportunities, accepts internal/external applications and responds to inquiries, assists department heads with recruitment and selection procedures, maintains documentation, etc.). Coordinates annual performance reviews and probationary extensions as applicable.
8. Communicates with the Mayor and assists with the implementation and interpretation of policies and pertinent provisions of applicable labor agreements; consults with representative(s) from Management Consulting firm and Law Director as appropriate; conducts or assists with the conduct of investigations of employee complaints or alleged misconduct; assists with the conduct of predisciplinary conferences; communicates with the Director of Finance to ensure correct/consistent application of policies and labor agreements; serves as Drug Free Workplace Coordinator.

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9. Assists with the preparation for labor negotiations and serves as management bargaining team member as assigned.
10. Coordinates the implementation of safety programs and training with Department Heads.
11. Performs a variety of clerical and support functions to assist with Human Resource management. Serves as Secretary to the Civil Service Commission.
12. Demonstrates regular and predictable attendance.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City government structure and process;* City and Departmental policies and procedures;* employment laws and regulations; civil service rules and regulations; public records laws and regulations;* employee benefits administration; payroll practices and procedures;* basic accounting; office practices and procedures; hardware & software utilized by the City;* English grammar and spelling; records management; human relations; human resources management; supervision; supervisory principles and practices; employee training and development; labor relations.

Skill in: computer operation and the use of job-related software; use of modern office equipment.

Ability to: interpret a variety of instructions in basic written, oral, picture, or schedule form; deal with problems involving several variables within a familiar context; define problems, collect data, establish facts, and draw conclusions; apply management principles to solve agency problems; exercise independent judgment and discretion; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; develop complex reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; arrange items in numerical or alphabetical order; sort items into categories according to established methods; maintain records according to established procedures*; train or instruct others; maintain confidentiality of information; develop and maintain effective working relationships; respond to sensitive inquiries from and contacts with employees, officials and general public; travel to and gain access to work site.