CLASS SPECIFICATION

HUMAN RESOURCES SPECIALIST III

DEFINITION

Under general supervision, performs centralized Countywide HR/Payroll administrative duties in the Human Resources Department specializing in HRMS maintenance, personnel transaction auditing, HR/payroll processing, personnel records, training/communications, and other related programs; performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of technical human resources experience in which Human Resources information management (including the review and audit of personnel transactions) was the primary duty; experience in public agency human resources as well as SAP HRIS database is desirable; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

None

SUPERVISION EXERCISED

May supervises support staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Control, maintain, update, and audit HRMS payroll transactions and employee data such as hires, terminations, merits, promotions, etc.

Administer centralized payroll processing functions such as COLA’s, career incentives, physical fitness pay, elected official longevity, etc.

Coordinate and review supporting documents such as I-9’s, PERS, beneficiary, etc. for completeness, accuracy, and conformity to federal, state, and County guidelines, bargaining contracts and/or control documents; correct document as appropriate; coordinate with submitting department to resolve problems; approve document and submit to appropriate authority.

Maintain position control and human resources tables; create, delimit, reclassify positions, and change job classes; coordinate and enter budget account data; assign access rights to department human resources representatives; coordinate with Technology Services staff regarding system problems and needs.

Provide HRMS support to department human resources representatives and back-ups; interpret and explain County code and bargaining contracts to County employees, and departmental human resource representatives; answer procedural questions, resolve complaints, recommend other options available, and clarify discrepancies.

Organize, schedule, and facilitate the department human resources representatives meetings; schedule guest speakers; provide training in HRMS duties and new procedures, contract provisions and system changes.
Perform human resources administrative functions such as maintaining, coordinating and updating drug test processes for County employees with CDL status in accordance with County Code; PERS reporting; and maintaining medical files.

Compile data and prepare reports using various software programs for use by County management.

Coordinate with Finance and Technical Services staff of programming requirements and table changes required in order to implement compensation adjustments and other negotiated changes; coordinate implementation of changes and test accuracy of data prior to forwarding to departmental staff for processing.

Review and verify unemployment compensation claims and coordinate results with Finance.

May supervise support staff assigned to the human resources records function; assign and review work; establish work procedures; provide input into performance evaluations.

Performs other related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Departmental/divisional policies and procedures.

Laws, regulations, standards, and collective bargaining agreements related to the maintenance of human resources records and processing of payroll transactions.

Principles and practices of human resources management and administration including recruitment, selection, classification, and compensation.

The County human resources system and its interrelationship with other departments.

Management information systems and software specific to the department.

**Ability to:**
Develop, recommend, and implement changes in operating processes and procedures.

Provide training to support staff and human resources representatives.

Effectively represent the programs, operations, and functions of the Human Resources Department with the public, County staff, and other government agencies.

Explain pertinent regulations and standards, including administrative and departmental policies and procedures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Human resources and payroll practices and procedures in a public environment.

General office practices and procedures.

Methods and techniques of data collection and report preparation.

Computer software including word processing, spreadsheets, and databases.
Ability to:
Plan, organize, and implement work procedures to accommodate strict deadlines.

Operate a personal computer, using an interactive database.

Handle multiple priorities and tasks and work in a high volume production environment.

Proofread material for discrepancies and maintain a high degree of attention to detail.

Research, compile, tabulate, evaluate, and interpret data and information.

Perform accurate mathematical calculations including percentages and fractions.

Communicate in a clear, concise manner, both orally and in writing.

Deal with stressful situations in a calm, objective manner.

Read, interpret, and apply bargaining agreements, human resources rules, regulations, and policies.

Establish and maintain effective working relationships with all customers, internal and external.

SPECIAL REQUIREMENTS
Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to operate office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift, carry and move objects weighing up to 24 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.