SANDY CITY
APPROVED CLASS SPECIFICATION

I. Class Title: Human Resources Specialist

Revision Date: 8/05
EEO Code: Administrative Support
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Human Resources and Management Services , performs a variety of personnel services for departments, including recruitment and selection, compensation and classification, , employee relations, etc.

III. Essential Duties:

A. RECRUITMENT AND SELECTION

- Conducts recruitment/selection process for the City.
- Addresses concerns of applicants throughout the selection process.
- Assists departments with applicant testing, assessments, interviews, etc.
- Assists departments in establishing relevant selection criteria.
- Advertises position openings by updating the job hotline and web page, coordinating jobs to be posted on the cable access channel and other methods as requested.
- Performs initial screening of applications, when requested by participating departments..
- Monitors City's Equal Employment Opportunity/Affirmative Action program, submits required federal compliance reports and reports on City's EEO/AA efforts.
- Attend job fairs, as requested and necessary.
- Coordinate criminal background checks with Utah Bureau of Criminal Investigation and report results to City department directors, when necessary.
- Develop recruitment strategies, in cooperation with City departments, to expand position hiring pools.
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B. CLASSIFICATION AND COMPENSATION

- Completes yearly market salary surveys.
- Screens and approves performance reviews and recommended merit-based pay increases ensuring compliance with policy guidelines and budget constraints.
- Drafts, in cooperation with City department managers, all Sandy City Approved Class Specifications (job descriptions)
- Assists in conducting job audits and analysis to maintain and update job descriptions and class specifications.
- Administers and monitors City's classification program.
- Maintains the City's position control system in the Division's human resource/payroll database.
- In cooperation with other staff members, processes classification paperwork and works with Payroll to ensure all necessary documentation is received.

C. EMPLOYEE RELATIONS

- Assists in conducting investigations of claims of harassment, discrimination, etc.
- Serves as City's charitable giving coordinator.

D. EMPLOYEE ORIENTATION

- Assists with new employee orientation program, including policy and procedure orientation, benefit enrollment and new employee sexual harassment training.
- Assists in addressing benefit concerns of applicants throughout the selection process.
- Follows up with departments to ensure all hiring documentation is submitted to Human Resources.

E. PERSONNEL RECORDS

- Monitors files for completeness and for compliance with applicable requirements.

IV. Marginal Duties:

- Assists the Benefits Coordinator with benefits administration and the Life-Be-Fit wellness program as needed.
- Performs special projects as assigned by the Director of HR&MS.
- Performs other duties as assigned.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: Equivalent of one year of college level courses in human resource management, business, finance, accounting, or other related field. One year of on the job training in these areas may be substituted

Experience: Two years related experience in human resource management, compensation and classification and/or benefits administration.

Knowledge of: Current private and public sector personnel management methods and practices and regulations, including but not limited to: Equal Employment Opportunity, Civil Rights Act - Title VII, Fair Labor Standards Act, Age Discrimination in Employment Act, Americans With Disabilities Act, Family Medical Leave Act and other personnel related laws concerning public sector human resources/benefits administration; computer capabilities and applications; word processing, databases, spreadsheets and document imaging software; correct English usage, vocabulary, spelling and arithmetic.

Responsibility for: Responsibility for carrying out decisions that affect the activities of people, including worker motivation and satisfaction; working credibly with confidential records; screening and recommending applicants for positions. Responsibility for actions that may lead to liability from a risk management perspective.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts with other departments, requiring tact and judgement to avoid friction; communicate effectively verbally and in writing.

Tool, Machine, and Equipment Operation: Requires regular use of computer, telephone, and frequent use of a copy machine, fax machine, audio visual equipment, and 10-key.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and public; apply general problem solving and analytical principles to effectively deal with various situations.

VI. Working Conditions:

Generally comfortable working conditions; frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather

conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.