QUALIFICATIONS

Knowledge of:
Basic principles and practices of human resources administration including recruitment, selection, compensation, and benefit administration and Workers’ Compensation. Mathematical principles including methods and techniques of statistics. Basic functions and structure of a municipal organization. Pertinent federal, state, and local laws, codes, and ordinances. Methods and techniques for basic report preparation and writing. Methods and techniques for record keeping and filing. Public relations techniques and procedures. Modern office procedures, methods and equipment including computers. Computer applications such as word processing, spreadsheet, and database applications. Business letter writing and the standard format for typed materials. Methods and techniques of proper phone etiquette. English usage, spelling, grammar and punctuation.

Ability to:
Perform a variety of para-professional duties and activities of a general and specialized nature in support of the Human Resources Division. Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities. Understand, interpret, and apply general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and ordinances. Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Provide lead supervision and training to assigned staff. Organize, prioritize, and coordinate several activities and meeting critical deadlines. Collect and analyze a variety of data. Make accurate arithmetic and statistical calculations. Use initiative and sound judgment within established guidelines. Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Read, understand, and review documents for accuracy and relevant information. Compose correspondence and compile and arrange data in a readable and comprehensible manner. Research files and prepare statistical reports and analyses. Establish and maintain complex record keeping systems. Deal successfully with the public, in person and over the telephone. Operate and use modern office equipment including a computer and various software packages. Type and enter data at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

SALARY AND BENEFITS:
The salary schedule is a five-step range: $5,917 – $7,258. Benefits include: full family dental and vision insurance, employer payment up to $1,326/month towards health insurance premium, up to 26 days vacation per year depending upon years of employment, 14 holidays, $20,000 term life insurance with $40,000 accidental death insurance, retirement plan services of the City and of outside agencies as necessary to assume assigned responsibilities. Disability insurance, disability insurance, voluntary flexible benefits plan, and the choice of three voluntary deferred compensation plans.

IMMIGRATION REFORM / CONTROL ACT:
To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

APPLICATION PROCESS:
Required City application and supplemental questionnaire may be obtained from City Hall, 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m.; by calling (925) 516-5188; or by visiting our website at www.brentwoodca.gov. Application and supplemental questionnaire must be returned to the Human Resources Division by 4:00 p.m., Friday, July 18, 2014. Faxes, Emails and Postmarks will NOT be accepted.

The City of Brentwood is an EQUAL OPPORTUNITY EMPLOYER

Invites applications for:

Human Resources Specialist

Apply by: Friday, July 18, 2014
(Supplemental Questionnaire required)
THE CITY

Brentwood is a pleasant, progressive and growing city of approximately 53,000 residents in Eastern Contra Costa County. A significant number of citizens are Spanish speaking. Brentwood is located in a smog-free valley close to the Delta waterways. The community is served by an excellent school system with new campuses planned in the near future. Los Medanos Community College is located a short distance away. Housing opportunities are varied and affordable.

SUMMARY DESCRIPTION

Under general supervision of the Human Resources Manager, performs a variety of complex technical, administrative, and clerical duties in support of the City’s Human Resources Division including in the areas of recruitment and selection, classification, training, employee relations, and employee benefit program administration; prepares, processes, and maintains confidential employee records and data; and assists City staff and the general public and provides information related to specific program area of assignment.

IDENTIFYING CHARACTERISTICS

The Human Resources Specialist is a para-professional class responsible for performing a full array of duties and responsibilities with a high degree of confidentiality and with minimal supervision and instruction. Incumbents will be required to have knowledge of City policies and procedures, good problem solving and organizational skills and the ability to exercise sound judgment within established guidelines. This class is distinguished from the Human Resources Manager in that the latter is responsible for overall management of the City’s human resources program and performs professional duties of a complex and difficult nature.

REPRESENTATIVE DUTIES - (May include but not limited to the following):

- Performs complex technical, administrative, and clerical duties in support of the City’s Human Resources Division including in the areas of recruitment and selection, classification, training, employee relations, and employee benefits.
- Plans, coordinates, and participates in the recruitment and selection process; prepares advertisements; conducts initial screening of applications; proctors or assists with applicant testing; schedules pre-employment examinations; participates in the interview process as requested by department directors; drafts interview questions with input from hiring department; obtains signed background release forms and submits background investigation forms for processing; discusses starting salary with hiring department; prepares and obtains signed offer letters and contacts candidate to make offer.
- Assists the Human Resources Manager in researching and assembling information for classification and compensation purposes; assists in the maintenance of classification and compensation plans; responds to salary and benefit surveys.
- Conducts new employee benefits orientations; oversees the preparation and processing of employee payroll and benefit forms and records; oversees the enrollment of employees into various benefit programs via the Human Resources Information System (HRIS) and various benefit carriers websites; maintains confidential records; prepares COBRA notices for existing employees’ status changes and terminating employees; troubleshoots problems and questions regarding benefits and provides assistance to employees when benefit problems arise.
- Processes Worker’s Compensation and Short-term/Long-term Disability claims; responds to claimant complaints and provides claim related information; conducts follow-up with employee while off the job; participates in evaluation processes with regard to vocational rehabilitation; conducts training sessions with departments on proper claim process; prepares and distributes letters regarding protected leave.
- Oversees the maintenance of the Human Resources Information System (HRIS) including the performance of data entry, software upgrades, data conversion, report creation, and training of staff as necessary.
- Serves as a resource and provides information to the public, other agencies, and City staff requiring the use of judgment and the interpretation of a variety of policies, rules and regulations.
- Performs a variety of general office support duties; composes, types and proofreads letters and other documents; maintains automated and manual files and records; answers telephone and in-person inquiries; responds to requests for employment verification; prepares periodic and special reports.
- Performs related duties as required.

To view all representative duties, please go to www.brentwoodca.gov

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION AND EXPERIENCE

Education/Training:
Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in human resources or a related field.

Experience:
Two years of increasingly responsible technical and office support experience in a human resources environment. Municipal government experience in a Human Resources environment is highly desirable.

License or Certificate:
Possession of an appropriate driver’s license is required.

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