

Intercity Transit
JOB TITLE: Human Resources Specialist

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Human Resources	DIVISION: Human Resources	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Human Resources Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B22
SUMMARY: Performs coordination of employee benefits services for the Agency; responsible for benefits enrollment, termination and changes, and related payroll system coordination for employee health, dental, disability, life insurance, pension, and deferred compensation programs.		
DISTINGUISHING CHARACTERISTICS: Serves as coordinator of employee benefits enrollment, information, and changes; liaison with payroll department and state Health Care Authority; performs specialized and specific activities requiring knowledge of employee benefits plans, procedures and payroll deduction balancing methods. Work is performed independently and within general parameters.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Coordinates employee benefits enrollment and termination. Ensures compliance with union contracts and agreements. Counsels employees in health, dental, life, long term disability, and retirement benefits choices. Screens forms for errors and omissions; enrolls employees in benefits plans using state online database; coordinates information transfer to payroll. Coordinates notices to Health Care Authority for inactive and terminated employees and performs necessary payroll system deductions/actions.	Monthly 20% (B2)
2.	Assists employee or beneficiary in the processing of disability and death claims. Assists active employees with change requests. Coordinates open enrollment for benefit plans; develops, maintains and distributes written materials regarding eligibility and program changes in compliance with audit requirements and union contracts/agreements. Responds to employee inquiries regarding benefits questions, issues or problems.	Daily 25% (B2)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Coordinates payroll deduction work flow with Finance and Administration. Evaluates and reconciles enrollment/change forms and billings to employee records. Tracks and verifies wage and classification changes. Processes and tracks shared leave donations. Coordinates garnishments, income withholding orders, tax levies, etc. Follows up to resolve billing discrepancies.	Bi-Weekly 20% (B2)
4.	Develops and maintains employee benefits records on Access database.	Weekly 20% (A1)
5.	Prepares employment opening notices and advertisements; screens applications, notifies applicants; schedules interviews. Administers applicant testing. Conducts orientation sessions for new hires; and conducts reference checks.	As needed (B2)
6.	Develops and revises webpages as needed; communicates employment openings, application processes and other related human resource information to the public. Performs employment verifications.	Monthly 5% (B2)
7.	Assists in claims administration and tracking of all Agency accidents, incidents, employee injuries, and passenger events. Researches incidents, enters data into computer and prepares reports as requested.	As needed (A1)
8.	Performs general support for Human Resources; distributes mail, makes photocopies, data entry, prepares general and detailed correspondence, letters and confidential documents, reports and forms; responds to department, employee, and public inquiries. Edits and distributes weekly internal newsletter.	Daily 10% (A1)
9.	Prepares and maintains division procedures, policies and rules; recommends new and improved procedures and assists in the implementation of changes. Establishes and maintains required personnel records and forms; and complies with legal records retention schedules.	Monthly 5% (A1)
10.	Performs other duties of a similar nature or level.	As Required
11.	Must meet regular time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Human resources practices and procedures;
- Customer service principles;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping principles;
- Mathematical concepts;
- Word processing methods;
- Intermediate level knowledge of MS Excel and MS Access;
- English language, grammar, and punctuation.

Skills (position requirements at entry):

Skill in:

- Using computers and related software applications;
- Performing routine mathematical calculations;
- Providing customer service;
- Reconciling accounts; processing payroll deductions;
- Filing;
- Performing multiple tasks simultaneously;
- Using modern office equipment;
- Reading and interpreting documents;
- Designing and maintaining databases;
- Gathering and analyzing data and comparing various sources of information;
- Organizing information;
- Maintaining records;
- Writing reports;
- Computing ratios, rates, and percents to draw conclusions and interpret data;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree and three years of increasingly responsible human resources and employee benefits support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

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Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR