

Intercity Transit
JOB TITLE: Human Resources Specialist

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Administrative Services	DIVISION: Human Resources	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Administrative Services Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B22
SUMMARY: Under general supervision, performs administrative, technical, and clerical coordination and support of human resources functions for employees that may include: facilitating recruitment and new-hire processes; conducting new-hire orientations; tracking and reporting on required employee licenses and certifications; policy compliance and posted signage; supporting classification and compensation reviews or changes; and coordinating and processing employee benefits services for the Agency in the areas of health, dental, disability, life insurance, pension, and deferred compensation programs.		
DISTINGUISHING CHARACTERISTICS: Serves as coordinator of benefits enrollment, information, and changes; liaison with finance division and benefits providers; performs specialized and specific activities requiring knowledge of recruitment and selection protocol, classification and compensation programs, benefits plans, workers' compensation reporting and processing procedures, employment change procedures and payroll deduction balancing methods. Work is performed independently and within general parameters. The assignment of specific essential functions to Specialists will vary according to areas of individual expertise and Agency needs.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Coordinates employee benefits enrollment and termination, ensuring compliance with labor agreements and policies. Provides assistance to employees for health, dental, life, and disability insurance plans, as well as retirement benefits and plan choices. Coordinates information transfer to payroll. Develops and maintains employee benefits records. Coordinates notices to insurance providers for inactive and terminated employees and performs necessary payroll system deductions/actions. Coordinates annual Open Enrollment events.	Monthly 20% (B2)
2.	Coordinates, tracks and supports agency's tuition reimbursement program, Employee Recognition Program, Employee Assistance program, and other employee benefits programs. Responds to employee benefits questions, issues or problems. Assists employees with change requests. Assists employees and beneficiaries in the processing of claims.	Daily 20% (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 workflow with Finance division. Tracks, verifies and processes wage and classification changes. Processes and tracks leave usage, donations and trade-ins. Processes garnishments, income withholding orders, and tax levies. Follows up to resolve billing discrepancies.	Bi-Weekly 10% (B2)
4.	Develops databases and tracking systems and performs data entry to facilitate department operations and programs. Verifies, researches and reconciles employee and employer information and data. Tracks data in various programs to ensure regulatory compliance, including safety, drug and alcohol testing, employee required certifications and licenses, and workers' compensation. Compiles and records statistical and narrative information for preparation of reports and records.	Daily 15% (B2)
5.	Prepares recruitment and selection materials; screens applications, corresponds with applicants; schedules interviews. Administers applicant testing. Conducts background and reference checks and employee orientations.	Daily 20% (B2)
6.	Performs data-entry of daily and biweekly payroll information; processes time sheets and leave request slips; maintains leave and holiday records; prepares and audits weekly overtime calculation report; maintains payroll related files.	Weekly 20% (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. Researches, reviews, processes and subrogates accident claims; monitors payment of claims. Works with insurance carrier on coordination of claims.	Daily 10% (B2)
8.	Performs general administrative support for Human Resources; distributes mail, makes copies, performs data entry, prepares general and detailed correspondence, letters and confidential documents, reports and forms; responds to department, employee, and public inquiries.	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.	Supports Agency Safety Program; attends safety meetings, records and prepares minutes, reports and agendas; distributes to agency staff. Assists in periodically updating Safety Boards with informational materials.	Monthly 5%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
11.	Serves as Chair of agency Wellness Committee. Schedules and leads monthly Wellness meetings. Maintains annual work plan and oversees monthly events. Represents the Agency at internal and external events. Provides program awareness to new employees.	Monthly 5%
12.	Performs other duties of a similar nature or level.	As Required
13.	Must meet regular time and attendance standards.	Always

KNOWLEDGE (position requirements at entry):

- Human resources principles, practices and procedures;
- Federal, state, and local laws pertaining to assigned duties;
- Intermediate level MS Excel and MS Access;
- Basic principles of claims management;
- Customer service principles;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping principles;
- Mathematical concepts;
- English language, grammar, and punctuation.

SKILLS (position requirements at entry):

- Using computers and working with related software applications;
- Working with mathematical concepts;
- Providing exemplary customer service;
- Handling sensitive employee issues;
- Reconciling accounts; processing payroll deductions;
- Filing;
- Planning and organizing work independently;
- Performing multiple tasks simultaneously;
- Using modern office equipment;
- Reading and accurately interpreting documents;
- Designing and maintaining databases;
- Performing basic research, analyzing data and information, and developing, evaluating, and presenting recommendations;
- Maintaining records;
- Preparing reports and business correspondence;
- Communicating effectively verbally and in writing;
- Communication, collaboration, and strong interpersonal skills to build effective relationships with a wide array of individuals having similar and different skill and ability.

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TRAINING and EXPERIENCE (position requirements at entry):

- Associates Degree;
- 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.

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

Revised: 12/4/2017 Consolidate HR Specialist duties; Fox Lawson Group (NA)