

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Human Resources Specialist I and II
DEPARTMENT: Administration
REPORTS TO: City Manager

SALARY GRADE: 14 & 16
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position is responsible for assisting with the day-to-day operations of the Human Resources Office. This position maintains employee salary and benefit information, coordinates injury and vehicle insurance claims, and assists employees and citizens with a variety of questions.

ESSENTIAL JOB FUNCTIONS:

Receive employee in-house reports for all departments and file on-the-job injury claims to carrier, follow-up with insurance representatives for payment of claims, salary and return to work issues. Keep log of injuries and complete OSHA report. Represent City at workers' compensation hearings when necessary.

Process all new hire paperwork and enter information into the Payroll/HR System. Enroll employees in life insurance, health insurance, dental insurance, prescription drug program, 457 plan, 401 & IRA plans, State Retirement plan, LTC insurance, and Legal Resources plan.

Set up and maintain personnel files. Record changes on employees' status such as change of address, department transfers, rate increases and decreases, pay grades, and terminations in HRIS as well as appropriate benefits carrier's on-line systems.

Process employee benefit changes as needed and input in appropriate carrier on-line system and Payroll/HR system.

Compose and place job vacancies in newspapers and on-line sites. Sort responses and send to appropriate Department Head for review. Schedule interviews.

Work in the on-line system for Payroll/HR changes, additions, termination, and vendors.

IMPORTANT JOB FUNCTIONS:

Assist other departments in filing legal and general liability claims.

Receive in-house reports from all departments and file vehicle insurance claims to carrier

Conduct new employee orientations.

Review personnel actions from all departments before submitting to the City Manager for signature to verify accuracy of salary increases. Upon return record and file same.

Schedule pre-employment physicals and request random drug screens with Medical Provider.

Administer entry level exams for various positions and send results to appropriate departments.

Contact insurance broker or insurance representative as necessary to resolve escalated problems on employees' insurance issues and injury claims.

Assist retiring employees with all required paperwork for a smooth exit.

Verify unemployment insurance claims. Represent the City at unemployment hearings when necessary.

Verify and prepare requisitions for payment of HR purchases, advertisements, memberships and subscriptions, and forward to Finance for payment.

Update job-line with current vacancies and retrieve requests for applications from same. Keep appropriate employee informed for website vacancy notice to be updated.

Prepare and submit bi-annual EEOC report, DLCR Occupational Injury & Illness Annual Report, and OSHA Annual Report.

Coordinate off-the-job disabilities

Respond to internal and external inquiries on employee verifications, employee benefits, job vacancies, surveys and job descriptions.

Schedule meetings as needed for employee attendance for benefit open enrollments, deferred compensation information updates, etc.

Attend and participate in meetings with Broker representatives, insurance claim representatives, and medical provider representatives.

Compose and mail rejection letters to applicants after vacancies are filled.

Log all applications and resumes received with an annual count of same.

Assist in completing salary surveys.

Verify and make monthly changes as needed to Life insurance billing.

Open and stamp all general mail for Human Resources.

Plan various employee events such as the Health and Wellness Fair and annual holiday party.

Compose and coordinate information for monthly Employee Newsletter.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

At the Level I:

Associate's degree from an accredited college or university in Human Resources Management, or a related field; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

At the Level II:

Associate's degree from an accredited college or university in Human Resources Management, or a related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certificate as Retirement Coordinator for State of MD Retirement System

International Public Management Association for Human Resources Certified Professional desirable

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

FLSA regulations, FMLA, COBRA, and EEOC requirements and all applicable labor laws.

Compensation and benefits administration, recruiting processes, employee relations, and training techniques.

Worker's compensation requirements, health and safety rules and regulations.

Human resources policies and practices.

Benefits administration.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Providing guidance to supervisors, managers, and other department staff regarding human resources issues.

Using tact, discretion, initiative and independent judgment within established guidelines; maintaining confidentiality.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; reach with hands and arms; speak and hear; read and write; keyboard.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.