

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB318 Human Resources Specialist I
POSITION #/TITLE: 2525 Human Resources Specialist I	Adopted: 07-14
	Revised:

POSITION DESCRIPTION

Dept: Human Resources	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 06
Reports To Position #/Job Code #/JC Title: 1212/NB214/Human Resources Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Word, Excel and Access
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of clerical, administrative support, information dissemination, and human resources program support services for the Human Resources Department programs and activities; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Receives and greets customers, in person or on the phone; accurately interprets customer needs and responds with appropriate actions;
Provides programmatic information to other City employees and public concerning activities of the Human Resources Department;
Maintains various record systems and files;
Opens, processes and routes incoming mail and processes outgoing mail;
Provides back-up administrative support to the Human Resources Director, and general administrative support to department (i.e. assisting with use of office software and machines; editing documents, etc.);
Gathers, assembles, updates, copies, distributes and/or files a variety of information, forms, records and data as requested;
Prepares correspondence, reports, lists and other documents on computer;
May input and maintain a variety of information on Human Resources Information System, as assigned;
Maintains office storage areas;
Works with Information Technology staff on process improvements for OnBase, monitors OnBase workflow processes to ensure timely action is taken;
Scans employee files and other documentation into OnBase;
Maintains employee training records in PeopleSoft including all required training for every City employee and prepares training roster and training materials;

Contacts City Employees by e-mail or phone regarding cancelation of training classes & maintains spreadsheet on the cancelled classes;
Assists with benefit program mailings and employee distributions;
Assembles documents such as employee training materials and benefit information;
Inputs and maintains a variety of information on Human Resources Information System;
Creates and updates employee files and address changes;
Processes new hire paperwork for regular, full time employees in the absence of the HR Specialist in Safety & Health; processes paperwork for seasonal & hourly new employees;
Prepares and formats information for the City Newsletter regarding new hires and promotional transfers;
Processes Service Awards to recognize employees' years of service to the City;
Processes Educational Tuition Reimbursements requests;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of modern office clerical, administrative support and customer service practices and procedures;
Good knowledge of departmental policies and current issues of concern to the City and the public;
Good knowledge of departmental terminology, procedures and equipment, including the use of computers and related word processing, spreadsheet and database applications appropriate to assigned duties;
Ability to develop and use empathetic listening skills, communicate with clarity and maintain an attitude that conveys respect, assistance, honesty and resourcefulness;
Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;
Ability to handle confidential employee and administrative information with tact and discretion;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Completion of a one-year administrative skills certificate program, with an Associate's Degree in information services or other business-related field preferred; and
Coursework in human resources management preferred; and
Considerable experience in the performance of administrative support and customer service duties, preferably in a medical office or related facility; experience with PeopleSoft also preferred; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the

employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;

Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;

Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.