

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB318 Human Resources Specialist I
POSITION #/TITLE: 1468 Human Resources Specialist I (Safety & Health Services)	Adopted: 10-07
	Revised: 01-08

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: Standard & Advanced Word, Standard & Advanced Excel, Standard Access; Job fit assessment
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, including safety and medical equipment and supplies; maintains adequate supplies of first-aid supplies and refills kits as needed;
Develops and implements the medical records portion of the HR file plan that includes manual and computerized file storage (i.e. OnBase document management system), security and archiving of records

with consideration for various record maintenance and retention guidelines established by Federal/State agencies; retrieves medical records for health services staff;
Works with Information Technology staff on process improvements for OnBase, monitors OnBase workflow processes to ensure timely action is taken;
Provides administrative support to safety and health services programs: Schedules medical appointments to include pre-employment drug testing, health screening, pulmonary fit testing, vaccinations, hearing and vision and others; completes word processing, assists in vendor registration and other aspects of the purchasing procedure as necessary;
Provides primary administrative support for City's Wellness program,
Develops and/or distributes a variety of promotional materials for program activities; coordinates with Wellness Ambassadors and others to gather or communicate wellness program information;
Processes hiring authorization and health screen forms for new employees; inspects and records approved safety equipment, issues appropriate safety information;
Processes pre-employment and random DOT drug screens in accordance with specified procedures;
Researches vendors, solicits bids and quotations, and orders personal protective equipment, medical equipment, health and safety devices and medical supplies to meet stated needs of departments and safety and health staff; coordinates payroll deduction process with Finance staff;
Provides emergency basic first aid and medical referral for injured employees, in accordance with established protocols;
Performs routine blood pressure TB vaccination checks;
Processes vehicle accident reports and maintains related records;
Performs special projects for Director, as needed;
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;
Ability to administer basic first aid;
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
--

Basic first-aid certificate.

Essential Physical Abilities

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