

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB317 Human Resources Specialist II
<b>POSITION #/TITLE:</b> 2382 Human Resources Specialist II (Benefits)	<b>Adopted:</b> 03-02 <b>Revised:</b> 06-15

<b>POSITION DESCRIPTION</b>
-----------------------------

<b>Dept:</b> Human Resources	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 07
<b>Reports To Position #/Job Code #/JC Title:</b> 1212/NB214/Human Resources Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Microsoft Word, & Excel, Typing Test
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
------------------------------------

Performs a wide variety of administrative, technical, clerical and related duties in implementing assigned activities relating primarily to benefits administration in the City's Human Resources Department.

<b>Distinguishing Features of the Class</b>
---

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

<b>Examples of Essential Work (Illustrative Only)</b>
---

Provides daily support in benefits administration in cooperation with the Benefits Program Manager (example: health insurance, dental insurance and life insurance);  
Administers Family and Medical Leave Act (FMLA) program;  
Administers leave benefits, including flex leave, vacation, sick leave and personal leave postings, conversion of leave plans, adjustments needed for accruals amounts, provides assistance to employees on compliance, coordinates with timekeepers on leave accrual inquiries;  
Processes and ensures timely elections and payments of flex leave;  
Administers sick leave payments according to Bargaining Agreement regulations;  
Coordinates with the City's Finance Department longevity payments for accuracy of payments for employees;  
Coordinates with appropriate staff regarding benefit accruals and payments;  
Coordinates with department managers/employees for flex/vacation hours donations according to the City of Cedar Rapids rules and regulations policies;  
Coordinates employee leave of absence request per City Bargaining Agreements and Personnel Policy Manual;  
Prepares and submits EEO-4 and related reports to appropriate federal agencies;  
Provides technical support to programs within the Human Resources Department;  
Serves as back-up for Human Resources Specialists, as needed;  
Assists in updating data into the HRIS (PeopleSoft) system and development of Human Resources program enhancements;

Ensures that appropriate human resource reports are distributed or available to departments electronically;  
Prepares and submits reports for assigned functions, showing statistical and other program information;  
Meets, consults and advises department and division heads, other supervisory personnel and employees regarding procedures and established policies for assigned functions;  
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**

Good knowledge of human resources practices and procedures;  
Good knowledge of personnel functions, procedures, policies, organization and State and local regulations;  
Good knowledge of the principles, practices and procedures of benefits administration, as applied in local government and of the methods for maintaining related personnel records;  
Good knowledge of the Family and Medical Leave Act;  
Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;  
Ability to organize and coordinate a wide variety of materials, schedules and supportive actions;  
Ability to communicate effectively and maintain working relationships with other City employees, elected officials, department heads and other supervisory personnel, and the public;  
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**

Graduation from an accredited college or university with Associate's Degree in Human Resources Management, Business, or a closely related field; and  
Some experience in benefits program support 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:  
Clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to produce and review a wide variety of materials in both electronic and hardcopy forms;  
Sufficient manual dexterity, which permits the employee to operate a keyboard and to make handwritten notations;  
Sufficient personal mobility, which permits the employee to attend and observe the work in other offices and field work locations.