

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB317 Human Resources Specialist II
POSITION #/TITLE: 0742 Human Resources Specialist II	Adopted: 03-02 Revised: 01-15

POSITION DESCRIPTION

Dept: Human Resources	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 07
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: Microsoft Word, & Excel, Typing Test
Personal Protective Equipment: None	

General Statement of Duties

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

Distinguishing Features of the Class

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

Examples of Essential Work (Illustrative Only)

Coordinates the employee security badge system;
Sets up water, typing and other administrative tests for City departments;
Processes new hire personnel actions for regular, hourly and seasonal employees;
Ensures actions comply with applicable bargaining contracts or personnel policies, and that appropriate documentation is received to authorize for payroll. Creates computerized personnel record;
Processes monthly step increase reports and routes appropriate reports to timekeepers;
Administers the City-wide implementation of the State Unemployment Insurance program, including coordinating hearing dates, verifying billing records, researching and compiling all relevant data and answering questions on the program to department heads, managers and other City employees;
Computes accrued final benefits for separating employees;
Coordinates position management information with Finance staff;
Serves as the City of Cedar Rapids Civil Service Commission clerk and coordinates all activities related to Civil Service Commission meetings;
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;
Researches information and composes findings as required;
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 meetings, conferences and workshops;
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 administering electronic employee records;
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 human resources 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.