

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB317 Human Resources Specialist II
POSITION #/TITLE: 0385 Human Resources Specialist II (OD)	Adopted: 05-14
	Revised:

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 Organizational Development 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)

Maintains employee records of performance appraisals, notifies departments of appraisals that are due and enters completed appraisals into PeopleSoft;
 Maintains employee records of training, notifies departments of training that is due and enters completed training records into PeopleSoft;
 Plans and coordinates training schedules;
 Assists in presenting training;
 Assists in review of performance appraisals and makes recommendations to supervisors on compliance within the program;
 Provides support to the Organizational Development Program Manager;
 Provides general information and assistance or directs employees to the appropriate party;
 Gathers, assembles, updates, copies, distributes and/or files a variety of information, forms, records and data as requested;
 Updates various files, records, lists, and employee records as required;
 Assists in development of Human Resources program enhancements;
 Consults and advises leadership and employees regarding procedures and established policies for assigned functions;
 Provides standard process improvement tools and related process improvement resources to process improvement teams; provides guidance on use of tools;

Provides assistance in identifying and researching opportunities for organizational and professional development; contacts outside training or subject matter experts/sources, solicits bids and quotations for evaluation, and coordinates or arranges for presentation of training;
Answers telephone and receives visitors to the department;
Serves as back-up for other Human Resources Specialists, as assigned;
Provides support to Human Resources Director;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Attends mandatory training sessions;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Good knowledge of modern office clerical, administrative support and customer service practices and procedures;
Good knowledge of human resources principles, practices and procedures;
Good knowledge of department 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 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:
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 operate a computer and to handle a variety of records and files;
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.