

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB317 Human Resources Specialist II
POSITION #/TITLE: 1468 Human Resources Specialist II (Recruitment & Classification)	Adopted: 06-07
	Revised: 06-15

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, Standard Access
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 recruitment and classification in the City's Human Resources Department.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Receives work direction from Human Resources Program Managers or Human Resources Director.

Examples of Essential Work (Illustrative Only)

Provides program and administrative support to recruitment and classification programs;
Meets, consults and advises department and division heads, other supervisory personnel and employees regarding procedures and established policies for assigned functions, including recruitment and job classifications;
Prepares job postings and advertising in coordination with Recruiting Program Manager or Human Resources Director;
Creates and enters job opportunities on the City's internal and external websites and professional websites for City postings;
Conducts initial screening of applicants per job description and hiring manager specifications;
Schedules all interviews and participates in interview panels when assigned;
Assists Recruiting Program Manager in developing and sustaining outreach programs for the recruiting area;
Coordinates approval process of position change forms (reclassification, creation or elimination);
Completes offer letters and Personnel Action Forms for all personnel changes;
Maintains position profile records for all City positions, including position descriptions and physical safety analyses, coordinates review and approval of position profiles, provides assistance to departments in writing descriptions and ensuring consistency and compliance;
Under immediate supervision, performs job evaluations, and prepares documentation of findings for further action by Classification & Labor Relations Program Manager;
Completes salary and benefit surveys, including research with limited analysis and responds to adhoc requests for classification and pay information;
Serves as back-up for other Human Resources Specialists, as assigned;

Prepares and submits reports for assigned functions, showing statistical and other program information;
Researches information and composes findings as required;
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 principles, practices and procedures and State and Local regulations;
Good knowledge of the principles, practices and procedures of recruitment and classification as it relates to municipal government;
Good knowledge of Microsoft Access database functionality;
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 recruitment or classification 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.