



CITY OF DAPHNE
invites applications for the position of:

Human Resources Specialist

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| SALARY: | \$17.91 - \$19.27 Hourly |
| DEPARTMENT: | ADMINISTRATION |
| DIVISION: | HUMAN RESOURCES |
| OPENING DATE: | 08/06/21 |
| CLOSING DATE: | 08/20/21 05:00 PM |

DESCRIPTION:

The purpose of the **Human Resources Specialist** classification is to provide professional human resources support to City departments through work involved in recruitment and selection, leave administration, benefits administration, and timekeeping/payroll processing. The Human Resource Specialist may be assigned any combination of the essential functions in order to effectively support the Human Resources Department and other City operations.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Serves as a consultant to City departments regarding employment, classification, compensations, employee relations, and other human resources issues; provides a wide variety of information to employees, management and the public concerning human resources programs, policies and procedures and interpretation of laws and regulations; receives and responds to inquiries; conducts research; and provides technical analysis.
- May provides information and assistance to employees, supervisors, managers, directors, or other individuals regarding payroll, benefits, rules/regulations, federal, state, and local policies, procedures, laws, and standards policies, policy interpretations, procedures, timeframes, forms, or other issues; responds to routine questions or complaints; initiates problem resolution.
- May complete standard reports and forms for submittal to federal and state agencies in compliance with applicable laws and regulations; prepares various reports related to payroll withholdings, social security, Medicare, unemployment, and employee benefits; assists in preparation of Form 5500; submits required reports to state and federal agencies on a quarterly and annual basis; assists in preparation of salary plan and other reports with Human Resources Director's supervision.
- May assist in establishing and maintaining effective data files, payroll records, spreadsheets, and other documents relating to payroll administration; establishes and maintains cafeteria plan files in compliance with applicable laws; establishes and maintains special files as required.
- May assist in administering various employee programs and procedures relating to group life insurance, health insurance, health maintenance organizations, disability insurance,

pensions, investments, savings, workers compensation, FMLA, ADA, workplace safety, and other human resources programs.

- Assists in implementing and administering new benefit programs; organizes and conducts employee information presentations and enrollments.
- Recruits new employees; posts job openings and notices in print, on web sites, etc.; distributes applications and explains the application process to applicants; attends job fairs; receives, sorts through and screens possible candidate applications; forwards qualified applications to appropriated personnel; and administers testing of new applicants.
- Coordinates interview process; schedules interview with hiring department and candidate; obtains and/or creates interview questions; gathers materials in preparation for interview; assists in interviewing candidates for vacant positions as requested.
- Conducts pre-employment screening of selected candidates; obtains legal release to conduct background and DMV checks; obtains required documentation; schedules drug and alcohol screen; checks references and verifies employment; runs background and records checks; compiles information and forwards to appropriate personnel.
- Contacts department heads to provide hiring and start date information; drafts and sends approved offer letters new hires to coordinate the pre-employment process, orientation activities and official start dates; provides related information regarding benefits, work locations and contact information.
- Conducts new employee orientations; administers and coordinates pre-employment tests; conducts reference checks.
- Assists with organizational training and development efforts; assists in coordinating and planning employee events, training seminars, and benefit fairs.
- Assists in administration of the classification program; assists in monitoring the performance appraisal process; assists with the merit increase review and process.
- May conduct safety committee meetings and assist employees in filing 1st report of accident/injury report; assist with scheduling employee safety and any additional training. Assists with new employee orientation and employee development; explains distributes and gathers necessary documents; provides information regarding human resources policies and programs; provides career counseling to existing employees.
- May assist with the administration of the city's workers' compensation program and short-term disability program; may monitor processing of claims and bills; may investigate claims; may authorize necessary medical care; ensures related records and files are maintained.
- Assist with the coordination of the city's Drug and Alcohol Program; duties include scheduling pre-employment drug testing, scheduling employee physicals and tests, and providing drug/alcohol awareness training.
- Researches, compiles, and/or monitors administrative, statistical or other data pertaining to department operations; summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Maintains a variety of confidential files and information, including drug test results for other departments; retains, stores, or destroys files as required.
- Assists in preparation of departmental annual budget; monitor expenditures relating to payroll, employee benefits, and retirement costs.
- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including applications, employee information and data, and policies and procedures; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including lists, directories, logs, notices, memos and meeting minutes; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.
- Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.
- Communicates with supervisor, other employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

- Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resources or a related field required supplemented by one (1) to three (3) years of experience in human resources, must have, or in process of possessing, Society of Human Resources Management – Certified Professional (SHRM-CP) certification; or supplemented with (3) or more years experience in public sector Human Resources; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job;

Specific License or Certification Required: Must possess and maintain certification as a Professional in Human Resources (PHR) or Society for Human Resources Specialist - Certified Professional (SHRM-CP). Must possess and maintain a valid Alabama driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

ADDITIONAL INFORMATION:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.daphneal.com>

Position #DAP-00181
 HUMAN RESOURCES SPECIALIST
 HN

PO Box 400
 Daphne, AL 36526
 251-620-1000
 251-620-1401

humanresources@daphneal.com

Human Resources Specialist Supplemental Questionnaire

- * 1. What is your highest level of education?
- High School Diploma or Equivalent
 - Associate Degree in Business Management
 - Associate Degree in Other field
 - Bachelor Degree in Human Resources

- Bachelor Degree in Other field
 - Masters Degree in Business Administration or Similar Field
 - Master's Degree in Other field
 - Other Not Listed
- * 2. Please select the Human Resources certifications that you currently hold.
- AAPPA - Alabama Association of Public Personnel Administrators
 - CPP - Certified Payroll Professional
 - IPMA-CP - International Public Management Association Certified Professional
 - IPMA-SCP - International Public Management Association Senior Certified Professional
 - PHR - Professional of Human Resources
 - SPHR - Senior Professional of Human Resources
 - SHRM-CP - Society of Human Resources Certified Professional
 - SHRM-SCP - Society of Human Resources Senior Certified Professional
 - Other - Please attach
 - None of the Above
- * 3. How many years' previous experience and/or training do you have in the Human Resources field while working for a public sector agency?
- Less than 2 years
 - 2 - Less than 4 years
 - 4 - Less than 6 years
 - 6 or more years
- * 4. Please list the Human Resources Management (HRM) software programs you have previously used.
- * 5. Please describe any experience you have in Recruitment and/or Interviewing.
- * 6. Please describe any experience you have in Employee Training/Education programs.
- * 7. Please describe any experience you have in Benefits Administration.
- * 8. Please describe any experience you have in Leave of Absence and/or Workers Compensation training.
- * 9. Please describe any experience you have in processing, or supporting the processing of, Payroll.
- * Required Question