

**MAJOR FUNCTIONS**

This is specialized professional and administrative work involving a comprehensive array of human resource programs, systems and functions. An employee in this class is responsible for serving as the primary contact, liaison, consultant and trainer to assigned City departments and respective employees regarding human resource management issues. Work is performed under general supervision with considerable latitude for the use of independent judgment. Work is subject to review by an administrative supervisor through reports, conferences, feedback from customers and observations of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Provides consultative service and interventions, qualitative oversight, problem analysis and resolution, and general technical assistance to managers, supervisors, HR contact staff and employees in assigned departments on all human resource management matters, including classification and pay, personnel, safety, employee benefits, and personnel policies and procedures. Coordinates recruitment, applicant intake, screening, referral and hiring activities. Reviews personnel actions for compliance with applicable policies and takes corrective action as needed. Processes personnel actions for assigned departments. Participates in planning, developing, and implementing human resource systems and programs, and provides training on same. Evaluates operational human resource systems and programs and makes recommendations for maintenance or changes. Participates in development, implementation, and monitoring of new programs and policies and in evaluating and making modifications to existing programs and policies. Consults with employees and interprets, analyzes, and researches information on matters related to personnel rules and regulations, safety compliance issues, benefits programs and rules, disciplinary and grievance matters, alcohol/drug testing, the Employee Assistance Program, and other human resource systems and services. Administers the Step Two and Three non-union grievance process. Conducts general benefit review and orientation for new employees. Serves as presenter for quarterly new employee orientation and may participate in other HR workshops and training. Conducts review, research, and analysis of HR policy and pay guideline exception requests. Plans, develops and implements special programs in response to federal, state or local mandates. Works on a self-directed team and serves as team leader or team member on various projects. Performs related work as required.

**Other Important Duties**

Facilitates the City's compliance with employment provisions of the Americans with Disabilities Act, including coordination of reasonable accommodation efforts and supervisory training. Conducts meetings on HR topics as needed or as requested by department. Serves as liaison with Systems Support staff regarding PeopleSoft application issues, as they apply to policies, unit functions, and field application. Serves as liaison with external agencies (benefit providers, advertising agencies, etc.), and staff in assigned departments. Assists, as needed, with other consultants' service areas. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the City's personnel policies and procedures, programs and services. Knowledge of public sector organizations and administration. Knowledge of personnel administration, including accepted methods, practices and regulations regarding applicant assessment, personnel administration, and benefits. Ability to assist in development of long-term plans and programs, and to evaluate work accomplishments. Ability to analyze facts and exercise sound judgment in arriving at conclusions and in making recommendations. Ability to effectively present facts and recommendations orally and in writing. Ability to make public presentations and conduct training

sessions. Ability to carry out complex oral and written instructions. Ability to prepare and edit clear and concise written reports, as well as compose memoranda, policies, procedures, and letters. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, industrial relations, psychology, occupational health and safety, management information systems, computer science, education, liberal arts, or a related field; and two years of administrative and professional experience that includes human resources, personnel, recruitment, classification and pay, labor relations, equal employment opportunity, payroll, human resource management information systems, employee/organizational development, performance management, training, occupational health and safety, or benefit programs (including retirement program administration); or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Cass E State driver's license at the time of appointment.

Established: 06-05-98  
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04-14-04\*  
05-31-06  
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