HUMAN RESOURCES SPECIALIST

DEFINITION OF WORK

Employees in this classification perform specialized work of a technical nature in support of human resources programs such as recruitment and selection, training and development, classification and compensation, and salary administration for the County Human Resources Department. Employees in this class assist Human Resources Consultants in executing various human resources functional processes requiring a degree of analysis and interpretation of policies, procedures, regulations, and laws. Work processes are typically well defined, however, changes in laws, policies, and regulations governing work requires modification of existing and the creation of new procedural processes to meet the human resources needs of the County. Most work processes or assigned projects are time sensitive and require contact with employees, perspective employees, supervisors and managers. Work involves data gathering and analysis, determining initial recommendations and actions, and discussions with professional supervisors when presented with conflicting data. Work requires the employees to perform recruitment and selection functions, while ensuring that Departmental recruitment practices are in accordance with County policies. Employees also assist the Departmental staff with assignments such as the preparation of the County classification and pay plan to be presented to the Board of Commissioners annually, salary and wage surveys, and in compiling trending and transactional data to support professional decision-making. Work is performed under the supervision of the other human resource professionals and the Human Resources Deputy Director and is evaluated through conferences, reports, completed projects, and feedback.

EXAMPLES OF WORK

Employees in this class provide administrative work in support of human resources services in the area of policy administration, recruitment, classification and compensations, salary administration, selection, and records management; work with supervisors and managers in determining the appropriate marketing efforts while creating posting announcements and ensuring the accuracy of knowledges, skills, abilities and training and experience requirements are consistent; screen and evaluate potential candidates for position vacancies and forwards the recruitment packet to Departmental personnel; ensure that current selection criteria for position vacancies are submitted by hiring authorities prior to referral of qualified applicants; participate on the interview panels when requested; respond to applicants regarding their consideration status and other general correspondence; ensure the recruitment packet is appropriately completed; perform pre-employment background checks; notify hiring manager of approval to proceed with hiring; work with the Sheriff's Office for all in-state criminal background checks; provide all necessary documentation for Unemployment Insurance claims to the Employment Security Commission; provide employment training; produce computer-generated reports that provide statistical data and other information relating to applicant data; maintain filing system for applicant records in the Recruitment and Selection Section; compile internal and external job and compensation information; compile reports; summarize data for trending or decision-making; respond to survey requests from external agencies regarding salary/wage information, policies, etc.; assist HR professionals in gathering position information related to work factors affecting FLSA, FMLA, ADA, etc.; coordinate with departments to ensure proper use of forms; track and maintain a file of reclassification actions and other relevant metrics annually; prepare the annual position and classification and pay plan and related documents for Personnel Committee and Board of County Commissioner approval; coordinate the posting of the updated plan to the County website; prepare the annual State Pay Plan Reporting Form for HR Manager review and County Manager certification for submission to the Office of State Personnel; identify problems and concerns related to established recruitment procedures; make recommendations to the HR Manager for consideration of changes to established policy and procedures; perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school and five years of progressively responsible administrative experience with two of those years being in personnel program administration; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Knowledge of the professional practices and methodologies governing the area of assignment; knowledge of the County's policies, procedures, and State and federal laws and regulations in the assigned area of work; knowledge of methods, techniques for conducting research and analyzing data; knowledge of practices of personnel administration; ability to maintain effective personnel programs and to provide data and program accomplishments; ability to plan and organize work effectively and efficiently; ability to gather and analyze information; ability to exercise sound judgment and interpret policies; ability to maintain the confidentiality of personnel records and discussions; ability to establish and maintain effective working relationship with the management team and employees; ability to communicate effectively in oral or written form.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.
Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.