

HUMAN RESOURCES SPECIALIST - 189

DEFINITION OF WORK

Under regular supervision, performs professional work in the major component of the City's overall Human Resources program; does related work as required.

EXAMPLES OF WORK

Recruits, refers and selects all clerical positions, entry level laborers, unskilled, seasonal, recreational, part-time and temporary positions; monitors all disciplinary actions; periodically conducts surveys for wage comparability; conducts classification studies for departments previously assigned; maintains data on grievances filed and recommends changes and/or modification of grievance procedure; assists in recruitment referral and selection for all job classifications; interviews applicants; monitors, maintains and analyzes applicant data on EEO and Affirmative Action; assists in employee counseling and exit interviews; conducts and participates in pay and classification studies.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major work in Human Resources management or a closely related field and some professional experience in the public personnel management field.

Knowledge, Skills and Abilities: Some knowledge of principles and practices of public personnel administration, including knowledge of accepted methods and practices of classification and pay, employee relations, testing and selection, training and applied research.