



Pleasant Valley Recreation and Park District Job Description

Job Title: Human Resources Specialist **Category:** Staff
Department: Administration **Prepared Date:** April 2015
Reports To: Admin. Svcs. Mgr. **Approved By:** Board of Directors
FLSA Status: Non-Exempt **Approved Date:** July 1, 2015

SUMMARY: Under general supervision, performs a variety of technical and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, benefits, administration, and workers' compensation. Provides responsible technical support to District management staff, assist in completing various human resources studies and reports; and performs related work as required. This is a single-position confidential classification that performs a full range of specialized technical work.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Understanding of CalPERS and the CalPERS software.
- Maintain accurate and consistent document/record processing and organization.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage and support outbound recruiting; interview scheduling and applicant tracking.
- Responsible for preparation of offer letters, reference checks, degree verifications, eligibility verification, investigation and compliance with background checks as appropriate.
- Responsible for updating hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain relationship with outside supplemental insurance agent and insurance brokers for health benefits.
- Act as one of the points of contact for legal counsel as required for labor relations, conduct District work related to this area.
- Assist with day-to day-employee benefits and personnel related questions.
- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).
- Facilitate employee salary and benefit surveys. Maintain records of summaries, statistics, and follow up.
- Maintain accurate and up to date position list and salary schedule for all departments on District website.
- Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Work with the Accounting Specialist to verify payroll accuracy.
- Responds to employee and retiree questions and complaints and interfaces with medical insurance providers and insurance representatives.
- Interprets, describes and applies District policies and procedures and Memorandum of Agreement in performance of assigned duties.
- Collects and compiles human resources data; prepares various human resources and technical reports at the State and District levels.
- Attends labor management meetings with management staff and provides information as requested.
- Maintains/verifies mandated documents in all personnel files
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES:

- Perform detailed human resources office support work accurately and in a timely manner.



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- Interpret, apply and explain policies, procedures and practices of human resources administration.
- Review human resources documents for completeness and accuracy.
- Administer effective recruitment, testing and selection and employee benefits administration practices.
- Maintain accurate and confidential human resources records.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees and other matters affecting employee relations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Organize own work, set priorities and meet critical time deadlines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

Knowledge of:

- Policies and procedures related to recruitment, selection, benefits administration, workers' compensation, classification and compensation.
- Methods, techniques and practices of data collection and report writing.
- Business letter writing and standard letter writing practices for correspondence.
- Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature and sources of information related to human resources programs.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the phone.

EDUCATION and/or EXPERIENCE: Associates Degree in Human Resources, Business, Finance, Communications, Public Administration or related field, or Human Resource Professional Certification with minimum of five (5) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone.



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Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.