

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

HUMAN RESOURCES SPECIALIST

Department: Administration

Pay Grade: F105

FLSA Status: Non-Exempt

JOB 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, assists 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. Will be required to participate on committees such as the Safety and Employee Recognition Morale Committee.

ESSENTIAL JOB FUNCTIONS

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Understand CalPERS and the CalPERS software.
- Maintain accurate, consistent, and confidential document/record processing and organization for all human resources; establish and maintain a variety of filing, record keeping, and tracking systems.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage, and support outbound recruiting; interview scheduling and applicant tracking.
- Assist in the development and administration of personnel programs, policies, and procedures.
- Prepare offer letters, reference checks, degree verifications, eligibility verification, investigation, and compliance with background checks as appropriate.
- Update 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 relationships with outside supplemental insurance agents and insurance brokers for health benefits.
- Act as a point of contact for legal counsel as required for labor relations, conduct District work related to this area; participate in negotiations with labor unions; interpret and explain memorandum of understanding, salary resolutions and personnel rules and regulations to managers and employees.
- 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.
- Work with the Accounting Specialist to verify payroll accuracy; serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Respond to and assist with employee and retiree questions and complaints and interfaces with medical insurance providers and insurance representatives.
- Interpret, describe, and apply District policies and procedures and Memorandum of Agreement in performance of assigned duties.
- Collect and compile human resources data; prepare various human resources and technical reports at the State and District levels.
- Attend labor management meetings with management staff and provide information as requested.
- Administer effective recruitment, testing and selection, and employee benefits administration practices.
- Make accurate arithmetic and statistical computations.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate degree in human resources, business, finance, communications, public administration or related field, or Human Resource Professional Certification with minimum of three (3) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

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.

Knowledge, Skills, and Abilities:

- Knowledge of policies and procedures related to recruitment, selection, benefits administration, workers' compensation, classification, and compensation.
- Knowledge of methods, techniques and practices of data collection, record keeping and report writing.
- Knowledge of Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Skilled in modern office practices, methods, computer equipment and computer applications related to work, including word processing and spreadsheet software.
- Knowledge of recent and on-going developments, current literature and sources of information related to human resources programs.
- Skilled in Business letter writing and standard letter writing practices for correspondence.
- Ability to perform detailed human resources office support work accurately and in a timely manner.
- Ability to provide a high level of customer service to public and District staff, in person and over the phone.
- Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to understand and follow oral and written instructions.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- 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.
- 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.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date