

POSITION DESCRIPTION

Position Title: HR Administrative Specialist
Department: City Manager's Office
Division: Human Resources
Retirement: KPERS
FLSA: Non-Exempt
Date: June 1, 2023

GENERAL PURPOSE

Performs a variety of routine and advanced administrative and technical work in keeping official records and providing administrative support to the department. With general or specific instructions completes assignments, maintains and researches restricted files, provides a focal point for other City personnel for HR-related communication, assists with recruiting efforts, record keeping and other such duties that contribute to the overall effectiveness and efficiency of the office.

SUPERVISION RECEIVED

Works under the General Supervision of the HR Deputy Director and under the broad departmental guidance provided by the HR Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Performs general and routine administrative duties to include answering phones, providing employee and customer assistance, copying and faxing documents, filing, composing minutes and other correspondence, preparing files, etc.
- Composes and edits/proofs a variety of correspondence which may include letters, memorandums, forms, reports, etc. requiring judgment as to content, accuracy and completeness.
- Responsible for the completion of various clerical functions such as updating records, maintaining personnel files, performance review tracking and processing personnel actions.
- Compiles, retrieves, maintains and updates paper and electronic documents, files, reports, contact lists and other records for retrieval of accurate information in a timely manner; assists with departments' records retention.
- Processes, sorts and distributes incoming mail and prepares and processes all types of outgoing mail.
- Orders and maintains inventory of office equipment and supplies.
- Assists with the full-cycle recruitment process by creating registers, posting ads, etc.
- Determine applicant qualifications and eligibility by screening applicants, analyzing responses and comparing qualifications to job requirements.
- Assists with proctoring exams; completing background reviews; administering/scheduling pre-employment tests; and verifying/conducting reference checks.
- Proactively communicates with applicants and manages applicant pools/registers. Ensures all documentation is completed and maintains accurate recruitment records in applicant tracking system.
- Ensures compliance with federal, state and local employment laws and regulations and company policies as they apply to recruiting.
- Conducts new employee orientations; completes new hire paperwork; prepares and updates orientation packets as needed.
- Maintains personnel information system for accuracy.

- Performs completion of employment verifications and various surveys, to include detailed annual salary and benefits survey through LKM and/or other municipalities.
- Assists with outreach to and meeting with partner organizations to build a referral network for potential applicants; may conduct presentations and attend recruiting events.
- Manages training records to ensure effective tracking and compliance.
- Assists with conducting exit interviews to determine reasons behind separations.
- Prepares reports, correspondence and departmental materials using a variety of office equipment and software programs.
- Responsible for invoice tracking, reporting and processing.
- Assists with review and entry of information to include work comp claims, benefit changes, employee evaluations; etc.
- Assists the department in carrying out various human resource programs for all employees.
- Performs other duties as assigned.

PERIPHERAL DUTIES

- Provides general professional support; performs various special analyses, innovative initiatives in human resources field, and other projects as directed.
- May assist with the creation and development of various learning programs and training experiences.
- May assist in the development and design of training procedures, manuals and related materials.
- May assist with evaluating/analyzing the effectiveness of training (through surveys, evaluations, etc.) to identify areas for improvement.
- May serve as a member of the safety committee and/or other committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalency; and
- (B) Minimum of three (3) years of progressively responsible administrative experience; or
- (C) Equivalent combination of education and experience; and
- (D) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy; and
- (E) Must have extensive experience with computers and office equipment.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern office policies and practices; knowledge of recruitment, selection, and training policies and practices; general knowledge of compliance and employment laws and practices such as FLSA, EEO, Affirmative Action, ADA and other.
- (B) Skill in public speaking; interpersonal communications; confidently presenting in front of large groups as well as one-to-one settings; use of personal computer and associated software systems to include Microsoft Office and HRIS; possess organization, time-management and prioritization skills; skill in operating the listed tools and equipment.
- (C) Ability to develop connections and relationships with local community partners and other resources for applicant recruitment; take initiative and be self-directed; maintain confidentiality; carry out assigned projects to their completion; multi-task; tailor communications to different individuals and audiences; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the general public.

SPECIAL REQUIREMENTS

- Must be bondable and able to obtain Notary Public certification within six months of employment.
- Ability to meet attendance requirements of position.

DESIRABLE QUALIFICATIONS

- (A) Associates degree, or higher, in human resources, public administration, business management or a closely related field.
- (B) One or more years' experience in a Human Resources office.
- (C) Prior experience with an HRIS database or familiarity with Munis.

TOOLS AND EQUIPMENT USED

Multi-line telephone system; Personal computer, including Microsoft Office, word processing, spreadsheet and data base software; HRIS software; internet, website and social media; Printer; Copy Machine; Fax Machine; 10-key Calculator; Scanner; Typewriter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, job related testing, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

HR Director

Date

City Manager

Date