

**Job Description**

<b>Job Title:</b>	Human Resources Specialist								
<b>FLSA:</b>	<b>Exempt:</b>	X	<b>Non-Exempt:</b>		<b>Union Status:</b>	<b>Union:</b>		<b>Non-Union:</b>	X
<b>Supervision Received:</b>	Assistant Town Mgr.				<b>Supervision Exercise:</b>	Interns/Temps			
<b>Last Revision:</b>	3/15/2019								

**General Summary:**

This position is responsible for performing a variety of moderate to complex administrative, analytical, technical, and professional work in the areas of Human Resources and Risk Management, including employee benefits administration, classification, compensation, payroll processing, talent acquisition, employee and labor relations, organizational development, compliance and HRIS.

**Career Ladder:**

This position is part of a career ladder with the Senior Human Resources Specialist and Human Resources Manager positions. This position differs from the higher graded positions in that this position performs moderate to complex level human resources functions, with some latitude for independent judgement and decision making for the Town and does not require professional certifications, advanced knowledge in all aspects of Human Resources and time in service requirements.

**Essential Functions:**

1. Acts as an HR Business partner to employees, retirees, council and various administrative boards, commissions and committees.
2. Assists in planning, administering, and delivering a wide range of Human Resources and Risk Management services to Town departments and employees.
3. Utilizes a variety of human resources information systems to enter, track, and make changes to people data.
4. Runs, prepares and analyzes a number of HR reports and provides data and analysis to interested parties.
5. Reviews monthly employee benefits bills for accuracy and processes payment in a timely manner; maintains a current census of members and makes changes as needed; processes claims as necessary.
6. Prepares monthly billing worksheets for retirees and other external members of Town's health insurance pool; maintains a current census of members and makes changes as needed; submits worksheet for monthly billing.



7. Maintains employee flexible spending accounts and payment in lieu of health insurance program.
8. Advises stakeholders on a variety of benefits offered by the Town and processes benefits claims and transactions.
9. Assists and coordinates the full-life cycle talent acquisition processes for the Town and various entities which includes, recruitment and selection, assessments, new hire orientation, on and off-boarding, stay and exit interviews and performance management.
10. Assists with risk management program such as maintaining workers compensation and liability claim records; may conduct follow up on claims as needed.
11. Assists in drafting personnel policies and rules and works with outside agencies to research and analyze best practices.
12. Assists in preparing and distributing documents relevant to matters subject to collective bargaining such as collective bargaining agreements, negotiating sessions, and grievance responses.
13. Assists in developing and coordinating a variety of organizational development activities including preparing training materials, acting as facilitator for classes and tracking training requirements.
14. Assists in compensation and classification by maintaining and updating job descriptions, classification tables, compensation tables, conducting salary surveys and performing job analysis.
15. Assists end users in understanding how to fully utilize various HRIS including applicant tracking, employee reports, etc.
16. Assists in ensuring compliance by staying abreast of changing laws and practices and makes recommendations for policies and procedures.
17. Assists in evaluating current departmental practices, policies and procedures for efficiency and productivity gains, with an emphasis on utilization of technology.

### **Other Functions:**

1. Attends conferences, seminars, and committee meetings as required.
2. Utilizes computer applications such as word processing, database, internet, desktop publishing and HRIS.
3. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
4. Travels to test sites, on-site job audit locations, training locations, or other Town facilities as required.
5. Other related duties as assigned.



## **Education & Experience:**

### Education:

A Bachelor's Degree with major course work in human resources, business administration or related field.

### Experience:

One year of experience in a human resources, payroll, or risk management capacity.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

## **Knowledge, Skills & Abilities :**

This position requires the following knowledge:

- General knowledge of human resources practices and procedures including but not limited to recruitment and retention, personnel rules and regulations, compensation, organizational development and employee benefits.
- General knowledge of payroll records, processes and procedures.
- General knowledge of risk management practices.
- Working knowledge of federal, state, and local laws pertaining to human resources and labor issues, including but not limited to ADA, FMLA, FLSA, EEO, OSHA.
- Working knowledge of various human resources information systems (HRIS).

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical skills.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manager various computer applications including Excel and Word.



## **Licenses & Certifications:**

Professional Human Resources Certification by the Human Resources Certification Institute (HRCI) or the Society of Human Resources Management (SHRM), or an Associate Professional in Talent Development (APTD) from the Association for Talent Development, or International Public Management Association – Human Resources Certified Professional (IPMA-CP) is preferred, at least one professional HR certification will be required within one year of hire.

Possess a valid driver's license.

## **Special Requirements:**

This position requires the following:

- Work hours beyond the regularly scheduled work-week in order to attend various commission, board and council meetings will be required.
- A thorough background check.



## Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places	X			
Risk of electrical shock	X			
Risk of radiation	X			
Work in extreme weather conditions	X			
Exposure to blood or other body fluids	X			
Exposure to hazardous chemicals	X			

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet	X	Quiet
	Moderate noise		Loud noise
	Very loud noise		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.*

