

CITY OF BEAVERTON

Human Resources Specialist

General Summary

Provide a variety of advanced administrative support to the Human Resources Department. Provide assistance to Human Resources and City staff in the administration of Human Resources programs. Provide customer service to job applicants and the public, and perform related duties as assigned.

Key Distinguishing Duty

Provide specialized administrative and paraprofessional support for various Human Resources programs.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Organize and perform the operational activities of assigned Human Resources programs such as Employee Wellness, Training, Employee Appreciation, Giving Campaign, and other programs as assigned.
2. Assist Human Resources Business Partners on various projects and processes by conducting research and gathering information, preparing reports and summaries, and composing correspondence.
3. Provide support for collective bargaining, including gathering data, drafting bargaining session notes, and proofreading proposals and agreements.
4. Provide Human Resources related information to the public and employees. Provide backup reception duties for Human Resources Department.
5. Assist with recruitment and selection activities and processes. Answer questions from job applicants.
6. Process a variety of invoices, applications, and purchase orders. Track accounts payable payments and balances. Assist with Human Resources budget preparation. Maintain petty cash.
7. Serve as liaison to various committees and commissions as assigned. Prepare documents as necessary.
8. Assist with database management and with the administration of performance management and leadership development processes.

9. Maintain the external Human Resources web site and IntraWeb site as assigned and update information as needed.
10. Review personnel actions for accuracy; process personnel actions according to procedures.
11. Participate in department operational processes including procedure development and implementation.
12. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
13. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of practices and principles of human resources management.
- ◆ Working knowledge of practices and principles of employee wellness programs.
- ◆ Working knowledge of general bookkeeping.
- ◆ Working knowledge of arithmetic and mathematics principles and methods.
- ◆ Basic knowledge of the laws and regulations governing human resources management.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to human resources management.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

- ◆ Skill in using a variety of advanced functions of word processing and spreadsheet programs or other application software as required for position.
- ◆ Skill in using a Human Resources Information System (HRIS) to enter, look up, and analyze data.
- ◆ Skill in standard English grammar, spelling and usage.
- ◆ Ability to participate effectively on a team and in a team environment with a focus on producing high quality results.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations before groups.
- ◆ Ability to use general office equipment including adding machine, scanner and copier.

Minimum Qualifications Required for Entry

High School diploma or GED and 3 years increasingly responsible administrative experience in human resources or closely related field; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; occasional standing for prolonged periods; frequent dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Administrative Specialist

Revised: 1/98

New class specification title 1/98: Human Resources Specialist

Revised: 7/05, 1/09, 2/13

Status: M3

FLSA: Non-exempt

Human Resources Signature

Date