

**Mono County**

**Date Revised:** 09/20  
**Bargaining Unit:** MCPE  
**FLSA:** Non-Exempt  
**EEO:** 2  
**Salary Grade:** 63

## **Human Resources Specialist**

### **DEFINITION**

Under general supervision, performs a variety of professional, technical, and office administrative tasks in the support of human resources, including a lead role in the recruitment, applicant communications and testing and onboarding of staff. Assists with salary and benefit analysis and administration. Understand and be able to answer general questions related to insurance and benefit programs. Schedules and conducts new hire orientations and supports employee training. Proficient in reviewing and reporting human resources information systems data. Serves the receptions function for visitors to the office and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a fully qualified classification concerned with general human resource knowledge in Mono County and support employees and staff in navigating and interpreting the functions of recruitment and selection, although assignments may be expanded into other human resources areas. Incumbents perform confidential administrative support duties that require the frequent use of discretion, initiative, independent judgment, and attention to detail. This position receives only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Human Resources.

### **REPORTS TO**

Director of Human Resources

### **CLASSIFICATIONS SUPERVISED**

None.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Prepares, coordinates, and administers selection procedures, including, but not limited to job announcement and advertisement preparation, applicant screening, written and oral performance testing, background checks, and the establishment of eligibility lists.
- Reviews, verifies, enters, and corrects entries in the payroll/human resources system.

- Oversees the maintenance of position control, including working with departments and budget staff to ensure data is correct.
- Performs difficult, complex, technical, and/or specialized office support work, which may require the use of independent judgment, the application of technical skills, and knowledge of detailed or specialized activities related to the human resource function.
- Confers with Human Resources Director and members of various county departments regarding job content, desired selection processes, and recruitment strategy.
- Prepares all written material associated with the selection processes, including informational brochures, interview questions and rating sheets, and notification letters.
- Confers and corresponds with written test source agencies; reviews and orders written tests for administration.
- Assists in scoring various examination segments; may determine appropriate passing points.
- Assists in obtaining oral rating panel members; may instruct the panel and monitor oral board proceedings.
- Provides for the notification of candidates at all steps of the process.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Provides information and general assistance to County staff and the public regarding personnel rules, policies, and procedures.
- Prepares and maintains a variety of files, logs, spreadsheets, and records.
- Performs related duties as assigned.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; stoop, kneel and crouch to pick up or move objects; normal manual dexterity and eye-hand coordination; physical ability to lift, push, carry, and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including telephone, calculator, copiers, and FAX.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of public human resources administration.
- Basic recruitment and selection techniques and procedures.
- Laws, rules, and regulations governing personnel actions.
- Recordkeeping principles and procedures.
- Basic math and statistical principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Gather and compile information from a variety of sources.
- Review human resources documents for completeness and accuracy.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain strict confidentiality.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with employees and organizations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of education, training and experience that would provide the required knowledge, skills, and abilities.

**Licenses and Certifications:**

- Possession of or ability to obtain, a valid Driver's License.