



City of Tempe

HUMAN RESOURCES SPECIALIST

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	222		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services		<i>Salary / Hourly Minimum:</i>	\$49,889
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$67,350
<i>Employee Group:</i>	CON		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	HR Technician II+
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Paraprofessional

DISTINGUISHING CHARACTERISTICS
<p>This is the entry level, professional class in Human Resources. This classification is distinguished from the Human Resources Analyst by the performance of less complex duties and responsibilities including preparing routine job announcements, reviewing applications for employment, administering and scoring examinations, evaluating simple job audits, case managing FMLA, ADA and LTD issues, responding to internal and external salary and benefit surveys. The Human Resources Specialist differs from the Human Resources Technician classification by performing more complex work, which requires more independent judgment, and a broader knowledge of the professional human resources field.</p>

REPORTING RELATIONSHIPS
<p>Receives general supervision from supervisory and/or management staff.</p>
<p>May provide functional and technical direction to subordinate staff and temporaries.</p>

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of paraprofessional-level human resources experience.
<i>Education:</i>	Equivalent to an Associate’s degree from an accredited college or university.
<i>License / Certification:</i>	Professional Human Resources certification is preferred, such as: <ul style="list-style-type: none"> ● PHR (Professional in Human Resources) ● SPHR (Senior Professional in Human Resources) ● IPMA-CP (Certified Professional in Human Resources) ● CCP (Certified Compensation Professional) ● CBP (Certified Benefits Professional)

ESSENTIAL JOB FUNCTIONS
<p>Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.</p>

To actively support and uphold the City's stated mission and values. To perform a variety of entry-level professional, technical, and analytical work involved in the implementation and coordination of the City's Human Resources programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Create and distribute salary and benefit surveys; coordinate the Job Information Management System (JIMS) information. Conduct routine job classification audits; prepare or revise job descriptions.
- Respond to personnel-related requests and inquiries from City employees and the public. Assist with or teach training classes for City employees on various topics.
- Coordinate assigned activities with City departments, outside agencies, and service providers. Work on special projects as assigned. Coordinate with payroll and other staff on deadlines.
- Coordinate benefit program activities including internal marketing and outreach. Provide guidance to employees on health plan claims and general benefits questions; research claim issues and coordinate with the Third-Party Administrator.
- Case manage Long-term Disability, Family and Medical Leave Act and Americans with Disabilities Act issues in collaboration with supervisory and professional staff.
- Act as liaison between the employee and the employee's department to support and coordinate FMLA/ADA/LTD rights and benefits. Provide information, support and direction to supervisors and employees regarding leave benefits.
- Coordinate routine recruitment activities; review and evaluate applications; participate in interviews and advise panel members on the selection process. Assist external applicants and employees who have questions regarding recruitment processes.
- Assist with or administer programs such as the Drug-Free Workplace and the Drug and Alcohol Testing for Commercial Drivers (CDL) License Holders program, including ensuring the City's compliance with any regulations. Provide support for retirement processing and retiree benefit programs
- Provide administrative support for the Internal Services Deputy Director - HR and other management staff; schedule meetings and manage calendaring; assist in preparation and submittal of items for the City Council Agenda through the City Clerk's office. Serve as division time-keeper if required; provide general administrative support and office management support for the division.
- Serve as staff for the City's Merit System Board; assist in scheduling of Merit System Board hearings and meetings.
- Assist with creating and maintaining internet and intranet pages; utilize current software programs to facilitate division communication internally and to other City departments; assist with creation and publication of newsletters. Coordinate and respond to public records requests; coordinate division records retention.
- Perform job related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:
[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective October 2003

Revised August 2007(MQs/Duties)

Revised February 2013 (update of duties)

Revised June 2018 (update distinguishing characteristics, essential job functions, and job duties)