

HAYS COUNTY JOB DESCRIPTION

Job Code: 0744
Grade: 112
FLSA: Nonexempt

Prepared by: Human Resources Department
Date Prepared: December 2017

Human Resources Specialist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Human Resource Specialist provides professional administrative duties and tasks in the performance of the County's Human Resources programs, with an emphasis on compensation. Work includes planning, developing, and implementing human resources programs, policies, and procedures. Through discretion and independent judgment, establishes criteria, formulates projects, assesses program effectiveness, and investigates and analyzes a variety of unusual conditions. Assures through audits, analysis, reports and personal contact the County Human Resource programs are consistently administered in compliance with county policies and governmental regulations.

Responsibilities

- Coordinates, evaluates, develops, and assists in the implementation a variety of human resources programs, policies, procedures, systems, and processes, with an emphasis on compensation; tracks job market and salary trends; conducts comparative salary analysis; recommends compensation plans and evaluates existing and proposed positions for appropriate classification.
- Assumes a Countywide perspective in the development of new or the modification of existing compensation policies and procedures; and monitors the effectiveness of compensation plans, policies, guidelines, and procedures.
- Verifies and monitors compliance with compensation policies, personnel laws, and regulations.
- Reviews compensation proposals and prepares recommendations.
- Coordinates annual position and salary impact during the budget review and adoption process.
- Maintains a current and accurate record of all positions, employees, salaries, position classification and salary plans, and other related information; and verifies compensation and position changes.
- Ensures countywide FLSA compliance.
- Remains apprised of federal, state, and local compensation, employment, and other related laws and regulations in order to ensure County compliance.
- Consults with and advises County department heads, Elected Officials, and supervisors on compensation and a variety of other employment and human resources related issues.
- Develops and revises standard operating procedures and metrics.
- Assists in solving human resources issues and monitors implementation of agreed upon actions.
- Provides project management for human resources initiatives.
- Develops systems, processes, and implementation of programs for use within departments to assist in efficient management of human resources work flow.
- Assures the services delivered by the Human Resources Department meet quality and timeliness standards.
- Reviews literature and attends continuing education to remain current with changes in the interpretation of employment law.
- Communicates all changes in personnel activities to elected officials, department heads and employees as necessary.
- Responds to requests for information.
- Plans, develops, coordinates and presents a variety of training material.
- Performs other duties as assigned.

Knowledge Required

- Proficient knowledge of federal, state, and local laws and protocols related to county government specifically in human resources management, employment, compensation and position classification, performance evaluations, Americans with Disabilities Act Amendment Act 2008, Family and Medical Leave Act, and the Fair Labor Standards Act.
- General knowledge of modern business office and human resources practices and procedures.
- General knowledge of Hays County regulations, policies, and procedures.
- Proficient knowledge of the principles, practices, terminology and techniques of human resources administration and office management.
- Proficient knowledge of Windows applications, including Microsoft Word, Excel, and PowerPoint.
- Proficient knowledge of federal and state regulations regarding employment and the preparation of official forms.
- Proficient knowledge of basic arithmetic, algebra and statistics including add, subtract, multiply, divide, interest, decimals and percentages.
- Professional knowledge of the practices, terminology and requirements of a wide variety of occupations.

Required Skill

- Proficient skill in maintaining moderately complex records and preparing reports from varied statistical or narrative information.
- Proficient skill in establishing and maintaining effective working relationships with supervisors, co-workers and the public.
- Proficient skill in reading, understanding, interpreting, following, and implementing federal, state, and local laws and protocols related to human resources management, employment, and compensation issues.
- Professional skill in participating in the various personnel activities and to develop long-range plans for employee relations programs.
- Proficient skill in articulating the concerns of County employees.
- Proficient project management skills.
- Proficient skill in coordinating and organizing multiple tasks and prioritizing.
- Proficient skill in editing and writing policy and procedural documents.
- Proficient skill in documenting, reading, understanding and maintaining employment, compensation, and other related records.
- Proficient skill in negotiating and persuading individuals.
- Professional skill in analysis.
- Professional skills in problem solving, communication, and presentation.
- Proficient skill in customer service.
- Proficient skill in reception, telephone etiquette and customer relations.
- General skill in following written or oral instructions.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General computer skills.
- General organizational skills.
- Proficient skill in expressing oneself clearly and concisely, both orally and in writing.
- Professional skill in setting a management climate for professionalism and for positive employee morale and motivation.

Education and/or Experience

- Bachelor's degree in business administration, personnel management, public administration, or a closely related field.
- Five years human resources experience. Each additional year of experience may substitute for one year of the required education on a year for year basis.
- Experience in safety, workers' compensation, and training preferred.

Other Qualifications, Certificates, Licenses, Registrations

- PHR or SPHR certification preferred.

Supervision

- The Human Resources Specialist is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, compatibility and effectiveness.
- The Human Resources Specialist is responsible for planning and carrying out assignments, resolving conflicts, coordinating projects, and determining the approach and methods to be used.
- The Director, Human Resources is informed of progress, potentially controversial matters, and assists this position with unusual circumstances that do not have a clear precedence.

Guidelines

The Human Resources Specialist uses judgment in selecting appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. This employee must interpret and adapt these guidelines for application to specific cases and problems. This position must have a strong work ethic. The Human Resources Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and Hays County departments. The Human Resources Specialist meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

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 essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

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