



## **Human Resources Specialist (2205)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 15

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to provide administrative, technical, and clerical support to the Human Resources Department.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Performs customer service functions in person, by telephone or by email: provides information and assistance regarding department services, forms or other issues; responds to routine questions, complaints, or requests for service; and initiates problem resolution.

Utilizes computerized Human Resources systems to maintain and update human resources data: updates and modifies position and department information; enters and updates employee records; verifies, processes, and scans documents; generates routine reports and files, maintains, and stores hardcopy records.

Conducts new employee orientation: gathers, distributes, explains, and collects necessary documents; provides information regarding human resources policies and programs; photographs employees for electronic files and/or employee badge issuance; enters new hire data in HRIS system; and processes E-Verify and Georgia New Hire reports.

Processes, requests, and/or conducts employee background investigations, employment verifications, motor vehicle reports, and/or drug screens; requests and secures employee background investigations; processes Georgia Motor Vehicle Reports; coordinates pre-employment drug screening.

Performs employee recruitment activities: receives and reviews employment applications; forwards employment applications to appropriate departments; posts job announcements and advertisements for vacant positions; and attends and represents the County at recruiting fairs and events.

Provides related administrative support to department staff and other County employees: takes and relays messages; distributes documentation; participates in special projects and employee recognition and engagement activities; and assists department heads and supervisors with human resources processes and documentation.

Performs other related duties as required.

## Minimum Qualifications

Associate degree in Public Administration, Human Resources, or related field required; supplemented by one year of experience in customer service, administrative or clerical support or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

## Performance Aptitudes

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA Compliance

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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