



CITY OF CHINO

Human Resources Specialist

Definition:

Under general supervision, provides a variety of technical and para-professional assistance in one or more of the following areas of specialization: personnel; risk management; safety; workers' compensation, general liability; recruitment; training programs; and, related duties.

Class Characteristics:

This is a multiple position classification. The Human Resources Specialist serves in a para-professional capacity working independently in performing a wide variety of duties inherent to the field of Human Resources and Risk Management.

Essential Functions:

All Assignments

- Obtain information from a variety of sources; compile and prepare summaries of data.
- Prepare and distribute documents, forms, and records.
- Compose and type correspondence from oral and written instruction, and initiate routine correspondence.
- Receive inquiries from the public, employees, and outside agencies.
- Understand Department policies and procedures and how Departments in the City interact on job assignments.
- Establish and maintain a filing system for documents.
- Retain documents in accordance with the City's Records Retention Policy.
- Operate a computer for word processing and other automated business uses.
- Coordinate with, and provide assistance to clerical staff in identifying records to be purged; assist in preparing transfer lists, boxing materials/records, and coordinating transfer of records to storage as required.
- Serve as back-up to clerical staff as needed.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Personnel

- Coordinate the recruitment process.
- Maintain up-to-date records of recruitment and advertising sources including special mailing lists, websites, and trade and professional journals.
- Proctor and score written examinations; and notify applicants of results.
- Prepare Official Eligibility Lists.

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- Receive and respond to inquiries and requests for information related to recruitment activities.
- Serve as the contact for applicants regarding inquiries related to their status in the selection process.
- Maintain and update the City's webpage and other internet sources with employment opportunities.
- Schedule interview appointments; notify by U.S. Mail, E-Mail or telephone of applicants' status; maintain Eligibility Lists for all full-time and part-time positions.
- Bring concerns raised by hiring departments to the attention of the manager over recruitment.
- Ensure accuracy in tracking applicants through each phase of the selection process; prepare applicant tracking reports and summaries as required.

Risk Management

- Assist with the research, planning, organization and implementation of training programs.
- Perform a variety of administrative tasks connected to the City's Workers' Compensation and General Liability programs.
- Obtain information from a variety of sources in order to thoroughly investigate liability claims filed against the City.
- Make recommendations regarding settlement or claim rejection based on fact finding.
- Request and review department reports on all property damage and claims filed against the City.
- May serve as the City's liaison with investigators, claims adjusters, third party administrators, and attorneys.
- Recommend risk management protocols and training programs designed to reduce accidents and injuries. Be familiar with the basic principles of ergonomics.
- May serve on the City's Safety Committee and perform safety related duties.

Police

- Assist in Department recruitment and hiring activities.
- Provide clerical support to Backgrounds and Training Unit staff and Professional Standards personnel.
- Maintain, sort, copy and distribute reports, records and other materials relating to training, recruitment and internal affairs investigations.
- May process fingerprints.
- May schedule appointments for candidates undergoing background investigations.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma (or G.E.D.) required.
- Training in personnel administration or a related field.

Experience:

- Two years of related experience and/or increasingly responsible professional clerical experience.

Knowledge of:

- Principles and practices of personnel administration.
- Basic principles of research, record keeping, and report preparation.
- Standard office protocol.
- Basic math.
- Computer programs.
- Applicable Federal, State and local laws, codes and regulations.
- Basic principles and practices of effective business writing.

Skill in:

- Operation of a variety of office equipment, including typing and entering data at a speed necessary for successful job performance.

Ability to:

- Plan and organize work.
- Work independently.
- Perform technical and analytical work requiring attention to detail and accuracy.
- Prepare and present information on a variety of subjects in a clear and concise manner.
- Learn Department policies and procedures.
- Communicate effectively, both verbally and in writing.
- Maintain confidentiality.
- Respond to unique situations in an effective manner which demonstrates good judgment.
- Understand, explain, and apply laws, rules, regulations, policies, and procedures.
- Represent the City and/or Department at a variety of meetings.
- Establish and maintain cooperative working relationships with internal and external customers.

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Special Requirements

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 4, 7, 12.

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

Revised: 12/06/06

Replacing Human Resources Specialist classification specification dated 8/1/02.

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