



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HUMAN RESOURCES SPECIALIST

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4051

PAY RANGE CODE: 10 AEC

REVISION DATE: 6/29/17

NATURE OF WORK:

This is the initial level in the Human Resources class series and involves the performance of specialized duties within an assigned division in the Human Resources Department. Work includes reviewing applications for job openings, scheduling examinations, assisting in the creation and amendment of classifications, preparing reports, explaining policies and procedures, and processing personnel transaction forms. Although general supervision is received from an assigned supervisor, considerable independent action is permitted on the majority of assigned projects.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Reviews job applications submitted online, determines whether applicants qualify for openings, and schedules examinations.

Explains personnel policies, procedures, and programs to City employees and the public.

Reviews completed hiring packets with new employees and answers questions regarding pay periods, health, life, and dental insurance programs, and other benefits.

Reviews monthly health insurance bills to insure proper payment.

Assists in the creation and amendment of classifications.

Assists employees and retirees in reviewing or changing beneficiary records and insurance coverage.

Participates in the processing of all personnel transactions for new appointments, promotions, retirements, disciplinary actions, layoffs, and other actions.

Assists in the preparation, monitoring, and grading of examinations.

Responds to written and telephone employment verifications from outside entities.

Assists in gathering, compiling, and computing salary information for salary surveys.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general office procedures, personnel methods, and techniques.

Knowledge of interviewing techniques and procedures.

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of basic insurance and medical terminology.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to prepare clear, concise, and organized business correspondence, reports, and position descriptions.

Ability to organize, compile, and maintain confidential departmental records.

Ability to communicate in order to interview applicants and respond to policy and procedure questions.

Ability to interpret and explain personnel rules, policies, and practices.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to perform assignments with accuracy and proper detail.

Ability to adhere to all City of Omaha Human Resources policies, executive orders, and ordinances.

Ability to maintain confidentiality.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to sit from 76 to 100% of the time; to stand and walk from 26 to 50% of the time; and reach, bend, stoop, push and pull up to 25% of the time.

Ability to move objects weighing up to twenty (20) pounds of force up to 33% of the time, to use up to ten (10) pounds of force from 34 to 66% of the time, and to use lesser amounts of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

OR

Two (2) years of college level coursework (the equivalent of 60 credit hours)

AND

Two (2) years of Human Resources experience

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone
Printer
Calculator

Computer
Scanner

Copier
Facsimile machine

Previous Revision Date(s): 9/30/93
10/25/01
12/1/05
3/31/11
6/29/17