



HUMAN RESOURCES SPECIALIST

Department: Human Resources

Job Class #: 102700

Pay Range: Professional 04

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is general professional and technical work in the field of human resources management. Incumbents in this classification perform a variety of specialized duties in one or more functional areas in Human Resources.

SERIES CONCEPT: This job class is the second level in a three-level series: Human Resources Assistant, Human Resources Specialist and Human Resources Analyst. Human Resources Assistant exercises a lesser degree of independence performing functions which assist in the performance of Human Resources functions. The Human Resources Specialist classification is distinguished from the Human Resources Analyst classification in that the Human Resources Analyst has a greater level of expertise in job analysis, position classification, compensation and recruitment experience.

ESSENTIAL FUNCTIONS:

- Develop recruitment announcements, screen applications, develop applicant registers, administers examinations and supports the talent management team in all phases of the hiring process. Provide information to employees and the public regarding recruitments and other areas of the division.
- Assists in developing recruitment programs that attract a diverse applicant pool, to include representing the county at job fairs and networking events. Coordinates the internship and other work-based programs. Conduct a variety of research projects, prepares written reports as required.
- Update information to the Human Resources Website and social media platforms
- Assists the classification and compensation team with processing general wage increases, salary surveys, job analyses, classification studies and classification updates.
- Provides professional and technical support, including note-taking, scheduling and event planning.
- Other duties as assigned.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: This job class does not supervise. Work performed involves the use of independent judgment in limited areas and is performed under the general supervision and direction of an administrative superior.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed in an office environment with exposure to general office noise and frequent interruptions. Occasional travel is required to attend meetings at other county sites and locations, to meet with interview panel members, or participate in work-related assignments.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Ability to move throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Driving to meetings may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Human Resources management practices and procedures and of laws relating to pre-employment and promotional testing and test development.
- Pre-employment testing types and methods including written, oral, and performance.
- Federal, state and local laws, ordinances and other legislative actions pertaining to human resources management.

Skill in:

- The use of systems software, spreadsheet software and computers at the proficient level.
- The use of HRIS software.

Ability to:

- Establish and maintain effective working relationships with applicants, the general public, department officials, and employees.
- Keep and maintain accurate and detailed records.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Associates Degree in Business, Human Resources, Public Administration or related field and two (2) years of human resources experience. Experience using an applicant tracking system is preferred. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Successful completion of all required background investigations is required prior to employment.