

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Human Resources Specialist
DEPARTMENT: Human Resources
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs professional human resources and risk management related duties assisting in the day-to-day administration of some or all of the following functional areas: recruitment, compensation and classification, performance management, benefits, Human Resource Information System (HRIS), risk/safety administration, training, employee relations, labor relations, workforce planning, and employment equity programs. Works independently under general supervision and receives technical guidance on unusual or complex issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists with the implementation and administration of human resource programs such as employment, compensation, employee relations, benefits, risk management, performance management, workforce planning, and training
- Performs HR customer services functions by addressing day-to-day requests and questions of managers, employees, and applicants
- Explains City HR policies, procedures, and benefits to employees or job applicants
- Assists in monitoring departmental budget, researches information necessary to assist with budget preparation and recommendations, and makes purchases
- Reconciles, audits, prepares, and/or submits various reports
- Maintains manager and employee confidence by keeping human resources information confidential
- Researches, recommends, and/or implements new programs or improvements to existing programs
- Performs administrative aspects related to employee records and assigned area of specialization; makes entries in various software programs
- Coordinates lunch & learns, seminars, training and development activities for employees as assigned
- Assists in coordinating or coordinates annual HR events, such as Open Enrollment or the Wellness Fair
- Completes reports, surveys, and projects as assigned

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- Performs other duties as assigned and/or required

Performs additional specific duties based on one or more areas of specialization, cross-training and performing backup functions for all specializations. For example:

Workforce Planning and Employment

- Facilitates hiring managers throughout the recruitment process, including assisting with reviewing/updates job descriptions, developing job postings and advertising, developing/reviewing interview questions, and recommending/administering pre-employment assessments or testing
- Coordinate and performs all recruitment related functions as needed, and reports new hires to the Florida New Hire Reporting Center
- Communicates verbally and in writing with internal customers, job applicants and other external customers, such as responding to inquiries regarding open positions and application status, employment verifications, Re-employment Assistance submissions, salary surveys, attending job fairs, etc.
- Conducts and/or coordinates conditional job offers, physical examinations/drug screens and conducts background checks as needed
- Trains HR staff on HRIS user functions, such as the online recruitment tool

Benefits and Compensation

- Performs various tasks related to administration of employee benefits programs including, but not limited to health insurance, life and disability insurance, health savings accounts, education reimbursement, retirement/pension, leave, and work/life balance benefits
- Prepares and conducts benefits orientation and assists employees/retirees via phone, email and in-person with benefits enrollments, terminations, problems, changes, and general questions
- Processes benefits requests, eligibility determinations, and enrollments
- Reconciles and prepares payments for related bills; enters purchasing requisitions or check requests; prepares bills for retirees
- Researches, recommends, and/or implements new or revised benefits programs
- Coordinates annual Open Enrollment, including preparing schedule, form updates, notifications for employees, retirees, and COBRA members, and auditing entries and selections
- Calculates changes in pay rates
- Conducts exit interviews for separating employees
- Completes special projects related to HR including but not limited to compensation and classification surveys/studies, and cost analyses in support of collective bargaining, compensation and benefits administration

Employee Engagement

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- Coordinates employee onboarding initiatives, such as new employee orientation and workshops
- Coordinates employee recognition activities, including but not limited to administering milestone anniversary program, creating and distributing anniversary cards, organizing birthday recognition/celebrations, etc.
- Coordinates employee events, such as holiday parties, contests, luncheons, and social activities

MINIMUM QUALIFICATIONS:

Bachelor's degree in human resources or related discipline supplemented by a minimum of one (1) year of experience in human resources; equivalent combination of education, certification, training, and/or experience may be considered.

Professional Human Resources (PHR) or other recognized HR Certification(s) is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local employment laws including Florida Sunshine Law
- Knowledge of human resources practices related to recruitment and selection, employee compensation and benefits, employee training and payroll
- Advanced knowledge of Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Knowledge of office practices and procedures
- Skill in dealing tactfully and professionally with internal and external customers, including distraught, discourteous or irritated customers
- Skill in using logic and reasoning to identify solutions and approaches to basic situations and problems
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to read and interpret municipal codes and bargaining agreements
- Ability to perform intermediate mathematical calculations
- Ability to organize and prioritize work, as well as to balance business needs, employee needs, and business risk
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to maintain a high level of confidentiality of human resources information
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to quickly and independently learn new software
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife/vermin/insects, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date