

## HUMAN RESOURCES SPECIALIST

**Opening Date:** November 6, 2016

**Salary Range:** \$5190 - \$6314/month

**Closing Date:** open until filled

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### **NATURE OF POSITION**

Performs a variety of professional duties in support of the City's human resources functions including Human Resources Information System (HRIS) implementation/administration, recruitment, compensation and benefit plan administration, labor relations, staff training and development, and general administration of applicable federal and state rules and regulations relating to human resources. Provides information and assistance to City employees and the general public regarding human resources activities; risk and claims management; policies and procedures. Performs a variety of technical duties relative to assigned area of responsibility.

### **SUPERVISION RECEIVED**

General direction and oversight is provided by the Director of Human Resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:  
**Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
2. Administers various human resources plans and procedures for all employees; assists in the development and implementation of personnel policies and procedures; prepares and maintains Personnel Policy Manual.
3. Participates in developing department goals, objectives and systems. Assists in evaluation of reports, decisions and results in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
4. Coordinates recruitment effort for all exempt and non-exempt staff. Prepares and reviews job descriptions and conducts job analysis as necessary; composes position announcements and advertisements using a combination of traditional and creative recruitment sources; screens employment applications; composes/reviews interview questions; assists in interviewing applicants; conducts reference checks and may extend job offers. Conducts new employee orientations and exit interviews.
5. Assists in the development and maintenance of Human Resources Information System programs and compiles appropriate reports (e.g., EDEN HR/Payroll, Performance Pro, online Safety Training, etc.).
6. May serve as the secretary-examiner for the City of Walla Walla Civil Service Commission. Provides proper notice of regular and special meetings of the Commission; prepares agendas, minutes and maintains records and reports for the Commission. Schedules and administers civil service examinations and issues eligibility lists. Schedules hearings and notifies parties of hearing schedules. Conducts research and analysis on civil service issues and projects and assists in development and implementing civil service rules and regulations.
7. Administers commercial driver's license drug testing program; schedule pre-employment drug/alcohol tests; coordinates random drug and alcohol tests; and maintains related files.
8. Develops and maintains affirmative action program; files EEO reports as required.

9. Assists in the administration of employee health and welfare benefit plans including educating employees claims resolution and change reporting; reviews enrollment forms for accuracy, approves invoices for payment, works with employees to process health insurance and retirement plans.
10. Coordinates health, life and disability insurance enrollments and communicates with service providers concerning routine administration of programs. Assures compliance with COBRA guidelines by preparing letters and required documentation; receives and records COBRA insurance premium payments.
11. Works with employees, payroll and supervisors to determine best alternatives in coordination of various leave programs (e.g., FMLA, sick leave, leave of absences and military leave).
12. Processes personnel action forms and employee status changes in a timely fashion to assure proper approvals. Prepares and enters employee data into personnel/payroll system. Initiates and coordinates with Payroll on annual pay adjustments and other pay increases associated with City benefit programs.
13. Conducts research, performs analysis, and compiles data on human resource issues and projects for management, including classification and salary surveys and policy research.
14. As assigned, conducts employee investigations, interviews and develops recommendations in accordance with City policy and collective bargaining agreements.
15. Assists in labor and employee relations negotiation activities. Conducts labor relations research, including survey development and compilation of data.
16. Assists in development and implementation of supervisory and employee training programs. Notifies employees of upcoming training and schedules employee attendance; coordinates training facilities and ensures training materials and refreshments are provided; maintains record of attendance for inclusion in employee file.
17. Creates and maintains personnel files in compliance with applicable legal requirements. Maintains database and spreadsheets for necessary personnel records and management reports; assists in the maintenance and routine administration of the classification program.
18. Maintains the on-line performance evaluation program and assists supervisors to ensure compliance with established deadlines.
19. Monitors City's liability insurance pool program; answers requests for complaint forms; processes forms assuring accurate completion; notifies applicable departments of claims and need for information; provide additional information as needed by third party administrator.
20. Prepares agendas and minutes for Employee Advisory Committee, labor relations work sessions, negotiations sessions, and various other sub-committees.
21. May serve as City Wellness Program Coordinator; promote wellness program activities; seek creative ways to gain support and participation in program events. Assist Committee Chair in preparation of meeting agendas and conducting meetings. Monitor Wellness Program budget.
22. May serve as the HR Representative on the City's Safety Committee to assure compliance with applicable regulations.
23. Oversees special events for staff by coordinating committees and schedules, and staying within budget.
24. Prepares and processes purchase requisitions and orders as needed; orders office supplies and maintains supply of forms, brochures and books related to employee benefit options.
25. Assists in the development and monitoring of department budget; arranges for department staff attendance at conferences and prepares payment paperwork.

26. Establishes and maintains a variety of complex and confidential records and filing systems for the department, including personnel files, confidential medical files, and drug/alcohol files as outlined by the Department of Transportation.

**OTHER JOB FUNCTIONS**

1. Demonstrate punctual, regular and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Principles and practices of human resources administration, including effective recruitment, testing civil service rules, and selection procedures.
- Comprehensive and thorough knowledge of federal, state and local employment laws as they apply to public sector employers and assigned activities.
- Comprehensive knowledge of benefit plans and rules, and laws pertaining to benefit plan administration.
- Advanced analytical, public relations and communication skills (both verbal and written) to comprehend, interpret, and explain laws, rules, policies and procedures to a diverse audience.
- Advanced interpersonal skills using tact, patience and courtesy to build and maintain effective working relationships with a variety of internal and external customers.
- Advanced negotiation and customer service/relations skills to effectively deal with employees in an escalated emotional state.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic research and analysis methods.
- Modern office procedures and practices, including computer, telephone and recordkeeping.
- Ability to work independently with little supervision.
- Exercise discretion and confidentiality of all personnel administration matters.

**TOOLS AND EQUIPMENT USED**

Proficiency in or knowledge of using a variety of computers and software including Microsoft Office, Windows 7, Microsoft Word, Excel, PowerPoint, various Human Resources Information Systems, e.g., Eden, Performance Pro, or similar applications or databases.

**PHYSICAL DEMANDS**

Sitting and standing for extended periods of time; seeing, hearing and speaking to exchange information; repetitive hand movements; intermittently stand, walk, kneel down, stoop, bend at the waist and lift up to 25 pounds. Ability to give/receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans.

**WORK ENVIRONMENT**

Office environment; subject to distractions and occasionally dealing with distressed customers. May work in the field for employee testing.

**REQUIRED MINIMUM QUALIFICATIONS**

Any combination equivalent to: Bachelor's degree in human resources discipline or a closely related field and three (3) years of progressively responsible human resources administration experience. Valid State drivers' license.

**DESIRED QUALIFICATIONS**

SPHR or PHR Certification. Previous experience in public sector environment including labor relations experience. Bilingual in Spanish.

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**APPLICATION AND SELECTION PROCEDURE:**

A completed City application and resume are required to apply. Applications may be found on the Human Resources page of the City of Walla Walla website: [wallawallawa.gov](http://wallawallawa.gov).

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries and may include a criminal background check and consumer report. The incumbent will serve a six-month trial service period. Completed application packages can be mailed to:

**CITY OF WALLA WALLA-HR  
15 N. Third Avenue  
Walla Walla, WA 99362**

Email to [hr@wallawallawa.gov](mailto:hr@wallawallawa.gov) or faxed to (509) 524-7935.

**REASONABLE ACCOMMODATION:** The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

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***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.***

***EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER  
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER,  
SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.***

***MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.***