

HUMAN RESOURCES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of a human resources manager, the incumbent performs responsible work involving the management and coordination of various personnel processes for Human Resources. The work may include, but is not limited to, the recruitment and onboarding of personnel, administering collective bargaining agreements, administering health benefits and managing/maintaining compliance with Federal, State and local employment regulations and policies. Wide leeway is given to the Human Resources Specialist to perform the duties and responsibilities of this position. Supervision over others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Processes payroll records and files a variety of control records and reports;
- Administers collective bargaining agreements;
- Administers health care benefits;
- Leads and participates in recruitment, selection, appointment, training and evaluation of employees;
- Conducts new hire orientation;
- Participates in contract negotiations;
- Assists employees with concerns regarding payroll, health insurance claims, retirement benefits, etc.;
- Maintains a variety of files, including confidential materials;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of human resource management principles and practices;
- Good knowledge of public employment administration;
- Good knowledge of interviewing techniques;
- Good knowledge of Federal, State and Local labor laws and regulations;
- Working knowledge of Civil Service rules and regulations;
- Working knowledge of payroll processing systems;
- Working knowledge of personal computers and office equipment;
- Ability to maintain strict confidentiality;
- Ability to communicate effectively, both orally and in writing;
- Ability to maintain good working relationships with administration, staff and the public;
- Discretion;
- Decisiveness;
- Good judgment;

- Tact and Courtesy;
- Integrity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Business Administration, Accounting, or Human Resources Management or related field and three (3) years of fulltime paid experience in personnel, human resources, accounting or a related field; **OR**
- b) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration, Accounting, or Human Resources Management or related field and five (5) years of fulltime paid experience in personnel, human resources, accounting or a related field; **OR**
- c) Graduation from high school or possession of an equivalency diploma and seven (7) years of fulltime paid experience in personnel, human resources, accounting or a related field
- d) Any equivalent combination of training and experience as defined by the limits of (a) through (c) above.