

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Human Resources Specialist II

CLASS CODE: 1514

GENERAL DESCRIPTION OF DUTIES:

Incumbents assist and support an assigned human resources functional area such as employee training, recruitment, examination, classification and compensation, appeals for performance appraisals and examinations or benefits.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level professional classification in the Human Resources Series – Human Resources Group job family within the City of St. Louis. Incumbents perform a limited variety of routine to moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for performing mostly professional-level administrative work within a human resources functional area such as employee training, recruitment, examination, benefit or others.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

May perform training functions. Develops training materials and arranges and conducts training activities; analyzes training programs and activities; prepares course descriptions.

Consults with departments regarding functional area information, internal activities and other matters.

Interprets and develops procedures.

May evaluate and process appeals regarding examinations and performance evaluation findings. Reviews and compiles documentation; conducts hearings and recommends denial or approval of appeals.

May administer employee benefits records. Maintains or directs maintenance of benefits records. Processes accounts receivable and payable for benefits; ensures administration of payments to insurance carrier.

May perform recruitment and examination duties. Analyzes job requirements and drafts announcement for minimum qualifications and examination and vacancy advertisement; schedules, administers tests; reviews applications; writes test questions and other candidate examination components such as performance tests and job simulations.

May perform employee classification and compensation functions. Compiles information and analyzes jobs and recommends appropriate compensation and classification; interprets administrative rules and prepares recommendations, researches regulations for classification/compensation issues; drafts pay regulations; completes salary surveys; responds to employee appeals and grievances; responds to salary adjustment requests from department heads; confers with operating agency management to insure regulatory compliance.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as job descriptions, training materials, employee performance standards, computer software manuals, job vacancy announcements, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, division; interpret descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

None.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds to conduct training and examination activities.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.