

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Human Resources Specialist III

CLASS CODE: 1515

GENERAL DESCRIPTION OF DUTIES:

Incumbents assist in planning, coordinating and implementing an assigned human resources functional area such as benefits, recruitment, examination, affirmative action, compensation or other.

DISTINGUISHING CHARACTERISTICS:

This is a journey to advanced-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 moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for assisting within an assigned human resources functional area such as benefits, recruitment, examination or other. Duties may include investigation and research of moderately complex to complex issues.

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.

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 and coordinate employee benefits programs; assists in selecting benefit providers; analyzes and interprets benefit technical issues; analyzes, interprets, revises and renews benefits contracts and agreements; administers wellness programs; investigates employee benefit complaints.

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; interviews job candidates, writes test questions, recommends minimum test standards; observes performance tests and job simulations; participates in job fairs and other recruitment activities.

May investigate and resolves equal opportunity complaints. Trains other City personnel regarding equal opportunity issues; monitors policy and procedures compliance with equal opportunity issues.

May perform employee classification and compensation functions. Compiles information and analyzes jobs and recommends appropriate compensation and classification; develops and interprets administrative rules, regulations and procedures for classification/compensation issues; drafts and administers incentive programs; completes salary surveys; responds to employee appeals and grievances; responds to salary adjustment requests from department heads.

May coordinate and oversee special department/City programs such as Employee Assistance Program (EAP). Acts as liaison with service providers and insurance companies. Administers City's Drug/Alcohol Program.

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 a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as job descriptions, classification specifications, training materials, employee performance standards, computer software manuals, employment agreements, contracts, insurance documents, billing statements, job vacancy announcements, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, division; interpret and develop descriptive statistical reports.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

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

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.

EDUCATION AND EXPERIENCE STATEMENT:

Bachelor's degree in Human Resources, Public Administration, Business Administration, or related field; plus three (3) years of progressively responsible professional human resources experience in pension administration, or an equivalent combination of education, training and experience.

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.