



City of Kansas City, Missouri Job Class Specification

Job Title: HUMAN RESOURCES SPECIALIST

Department: HUMAN
RESOURCES

Job Code: 1705

Status: EXEMPT

Grade: EX-2

Summary

This is moderately complex specialized work involving the performance of technical human resources work.

Work involves the performance of a variety of responsible technical tasks in one or more of the following areas: recruiting applicants, examining qualifications of applicants, the administration of classification and compensation plans, the administration of the municipal employee education and training programs, administration of employee retirement programs, administration of employee benefits programs or job analysis and test development work.

Work requires the application of technical knowledge and judgment to a variety of human resources problems. Considerable initiative and judgment is exercised within the framework of established departmental policy and rules. Work is normally reviewed for completeness and accuracy through evaluation of reports and conferences with a professional supervisor.

Duties and Responsibilities

- Plans and organizes assignments to achieve established objectives and time schedules.
- Provides general and specific information to employees and job applicants relative to the municipal human resources program and job opportunities; interprets and explains human resources rules and transaction procedures.
- Conducts desk and field audits of position duties and responsibilities and prepares reports on findings; utilizes personal computer to prepare class specifications or revise existing specifications in the maintenance of the classification plan; performs research studies involved in the administration of the position classification and compensation plans; assists in departmental organizational studies.
- Designs, delivers and evaluates training sessions for employees on assigned topics.
- Assist supervisors in resolving employee problems affecting work performance.
- Explains the employee performance rating system; assists in solving problems involved in the administration of the employee rating system.
- Performs job analysis and constructs tests to be used for candidate examinations; uses a personal computer to analyze test results and to document statistical or content validity of examination
- Interviews job applicants; reviews applications for employment, evaluates experience and training presented and makes recommendations for acceptance or rejection; counsels municipal employees and job applicants.

Duties and Responsibilities
(continued)

- Interprets and evaluates examination results and prepares reports of examination results; may be assigned as monitor at examinations and keeps necessary records.
- Assists professional superiors in making studies of departmental operations and human resources needs and in the preparation of various reports.
- Ensures integrity of computerized data base information by comparing data with source documents.
- Makes recommendations to improve effectiveness and efficiency of assigned human resources program.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

The principles and practices of public human resources administration particularly as they relate to recruiting, testing, training, position classification, and salary administration.

Working knowledge of:

Basic research methodology and of standard statistical procedures.

Governmental organization and of the type and content of a wide variety of positions found in public organizations.

Ability to:

Apply technical public human resources principles, practices, and techniques to a wide variety of problems and assignments of varying complexity.

Present ideas and results of research effectively in written and oral form.

Work tactfully and effectively with operating officials and employees and secure complete and accurate information through conferences and interviews.

Meet and deal with the general public in an effective and friendly manner.

Operate and maintain a personal computer.

Education and Experience

Accredited Bachelor's degree and one (1) year of developing and administering an organization's human resources programs which may include compensation, benefits, recruitment, organizational employee development, employee and labor relations, equal opportunity, retirement, and/or HR information systems.

OR

High school graduation and five (5) years within an public or private human resources department administering and interpreting an organization's human resources programs which may include compensation, benefits, recruitment, organizational employee development, employee and labor relations, equal opportunity, retirement, and/or HR information systems.

**Certificates/
Licenses/Special
Requirements**

- Must possession of a valid State –issued driver's license in accordance with the City of KCMO policies.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision may be exercised over a limited number of clerical personnel.

**Supervision
Received**

Work is performed under close to general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

8/91

Revised

5/96, 10/96, 2/97, 9/99, 9/03, 12/05, 09/06, 1/08, 11/16,4/18, 8/22, 5/23,10/25