



City of Kansas City, Missouri Job Class Specification

Job Title: SENIOR HUMAN RESOURCES SPECIALIST **Department:** HUMAN RESOURCES
Job Code: 1706 **Status:** EXEMPT **Grade:** EX-4

Summary This is highly complex and supervisory work in one or more professional human resources activities.

Work involves responsibility for participating in advanced technical work in one or more of the following areas: recruiting evaluating qualifications and testing 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, labor and employee relations, and maintenance and support of PeopleSoft HRMS applications. Work requires the application of advanced technical knowledge and broad exercise of independent judgment in solving a wide variety of human resources problems. Programs or situations of a sensitive nature or having broad policy impact are subject to review by an administrative/technical superior. Work is evaluated through submitted reports, personal conferences and results obtained.

Duties and Responsibilities

- Provides technical guidance and assistance to employees, supervisors, and job applicants concerning such matters as human resources rules and regulations, payroll and benefits, memorandums of understanding, performance evaluation and employment requirements and procedures.
- Assists in the preparation and distribution of job openings, announcements, examination bulletins and other recruitment information to attract qualified applicants; develop specialized recruiting strategies as needed.
- Reviews applications for employment, evaluates experience and training presented and makes recommendations for acceptance or rejection.
- Conducts field studies of position duties and responsibilities and prepares reports on findings; prepares class specifications or revises existing specifications in the maintenance of the classification plan and performs other research studies involved in the administration of the position classification and compensation plans; conducts and participates in salary and fringe benefit surveys.
- Conducts studies of department operations; recommends organizational changes and structures to enhance effective staff utilization; coordinates revisions with the budget and systems division; prepares implementing documents.
- Develops computerized databases and generates required documents and reports utilizing a personal computer; coordinates revisions to and generation of additional documents, reports and data bases; coordinates revisions to main-frame applications.
- Develops and implements training programs with citywide participation.
- Conducts needs assessments and provides performance improvement consultation to departments.
- Evaluates the performance of subordinate technical and clerical staff.

Duties and Responsibilities
(continued)

- Supervises preparation of retirement system annual reports.
- Maintain actuarial database and coordinate collection of data to facilitate completion of Actuarial Valuations.
- Process Duty Disability applications.
- Conduct studies on retiree medical benefits.
- Supervise pension payroll processing activities.
- Schedule and coordinate open enrollment meetings as worksites.
- Compose communication materials for employees about benefits.
- Serve as liaison with benefit vendors for customer service issues.
- Develop processes, procedures and training in compliance with FMLA.
- Assist managers in interpreting and administering City rules, policies and MOU provisions.
- Assists employees and managers in resolving workplace disputes.
- Schedules and holds four step grievance and performance appraisal appeal hearings.
- Provide system support for PeopleSoft HRMS functions.
- Assist with information system upgrades, modifications, testing of new configurations as well as gathering system requirements from key HR end-users.
- Maintain HR system data tables, perform data audits, develop procedures for quality assurance, run ad-hoc queries, document, develop and deliver end-user training.
- Identify and document system process flows, assist with business process re-engineering.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

The principles of modern human resources administration including methods and techniques of evaluating applicant qualifications, job analysis, and position classification, wage and salary administration, and training techniques.

Working knowledge of:

The merit principles and their application to employee selection, compensation, and promotion.

The Kansas City government organization and budget administration.

The principles of public administration.

Statistical procedures and of test and measurement practices and procedures.

Ability to:

Write clear, complete, accurate, and logical reports, specifications, and test items.

Assign and supervise the work of professional, technical and clerical employees.

Conduct effective interviews and to make decisions within the framework of departmental policy.

Establish and maintain effective working relationships with subordinates, municipal officials, and employees, and to deal tactfully with the general public.

Present ideas concisely and effectively, orally and in writing.

Explain technical human resources problems in general non-technical language.

Operate personal computers and to diagnose associated minor problems.

Train personnel in the use of personal computers and peripheral equipment.

Education and Experience

Accredited Bachelor's degree and three (3) years 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 seven (7) 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, with three (3) years at the level of Human Resources Specialist.

**Certificates/
Licenses/Special
Requirements**

- Must possess 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 assigned professional and clerical employees.

**Supervision
Received**

Work is performed under general administrative direction with considerable latitude allowed in applying initiative and judgment.

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

4/91

Revised

5/95, 9/95, 2/97, 9/02, 9/03, 12/05, 9/06, 1/08,4/18, 8/22,10/25