

MAJOR FUNCTIONS

This is specialized professional and administrative work involving a comprehensive array of human resource programs, systems, and functions on a city-wide basis. An employee in this class is responsible for serving as Human Resources and Workforce Development's primary contact, liaison, consultant, and trainer to assigned City departments and respective employees regarding human resource management issues. The employee is expected to work independently in carrying out designated responsibilities and varied assignments without detailed instructions. Work is subject to review by an administrative supervisor through reports, conferences, feedback from customers and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs routine tasks required to execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; performance and talent management; compliance and safety; and training and development. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff. Acts as a liaison between the departments and provides consultation services on routine human resource matters. Participates in planning, developing, and implementing human resource systems and programs, and provides training on same. Participates in development, implementation, and monitoring of new programs and policies and in evaluating and making modifications to existing programs and policies. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance. Conducts general benefit review and orientation for new employees. Serves as presenter for quarterly new employee orientation and may participate in other HRWD workshops and training. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Other Important Duties

Conducts meetings on HRWD topics as needed or as requested by department. Serves as liaison with Systems Support staff regarding PeopleSoft application issues, as they apply to policies, unit functions, and field application. Serves as liaison with external agencies (benefit providers, advertising agencies, etc.), and staff in assigned departments. Assists, as needed, with other consultants' service areas. Performs other work as required.

Emergency Situations

During an emergency situation, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working around the clock for several days on short notice.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the designated assigned area, including industry-wide accepted methods, laws, practices, and regulations. Ability to manage sensitive and confidential situations with discretion, tact, professionalism, and diplomacy. Ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations within existing policies. Ability to work independently. Ability to present facts and recommendations effectively orally and in writing. Ability to make public presentations. Ability to establish and maintain effective working relationships. Skill in prioritizing work assignments. Skill in the operation and use of the organization's HRIS and talent management systems, associated databases, software programs and peripherals that are necessary for successful job performance.

Minimum Training and Experience

Possession of bachelor's degree in human resources, public administration, business administration, or a related field, and at least three years of experience in human resources public administration, business administration, or a related field; or an equivalent combination of training and experience. A master's degree may substitute for one year of the required experience.

Necessary Special Requirement

Must possess a valid Cass E State driver's license at the time of appointment.

Established: 06-05-98

Revised: 10-09-98

04-14-04*

05-31-06

08-06-10*

04-11-23

04-25-25