



Job Description

Town of Westerly

Job Title:	Human Resources Specialist								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Human Resources			Supervision Exercised:			None		
Last Revision:	10/2016								

General Summary:

This position is responsible for performing a variety of complex administrative, technical, and professional work in the various of Human Resources, including employee classification, compensation, recruitment, recommendation for selection, and labor relations. This position is also responsible for providing administrative support to the Department of Human Resources.

Career Ladder

This position is part of a career ladder with the Senior Human Resources Specialist. This position differs from the Senior Human Resources Specialist in that this position performs complex level human resources functions for the Town and does not require professional certifications, advanced knowledge in all aspects of Human Resources and time in service requirements as listed in the career ladder checklist for the Senior Human Resources Specialist position.

Essential Functions:

1. Plans, administers, and delivers a wide range of Human Resources services to Town departments and employees.
2. Communicates with employees, departments, applicants and the public for the purpose of providing information and assistance concerning employment, procedures, personnel records and related legal requirements.
3. Maintains and processes confidential, sensitive information including benefits enrollment forms, employee evaluations, and EEO information.
4. Assists in the collection, preparation and review of data for reports, proposals and other formal written communications and ensures that all reports and correspondence achieve a high level of quality.
5. Manages full life-cycle recruitment function for assigned divisions.
6. Assists in compensation and classification studies by performing research on plan design.
7. Works with a variety of stakeholders to ensure accurate personnel information pertaining to benefits payments, enrollment and reconciliation of third part vendor billing.
8. Maintains a variety of employment files and records, compiling pertinent employee information for the purpose of ensuring accuracy of employee files.
9. Processes and completes personnel forms as necessary on new and terminating employees.
10. Works collaboratively with Finance to ensure databases are maintained accurately.

11. Gathers and compiles information from a wide variety of sources and prepares reports utilizing various software programs.
12. Learns, interprets and applies pertinent federal, state and local employment laws, codes, and regulations including administrative and departmental policies and procedures.
13. Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems.
14. Administers benefits programs by enrolling, transferring and terminating employee's benefits.
15. Calculates and reimburse retirees base on collective bargaining agreement provisions.
16. Manages correspondence to all stakeholders on all new benefits and incentives.
17. Assists in managing worker's compensation programs, COBRA, flexible spending accounts, medical, dental, wellness and life insurance programs, affordable care act and family medical leave act issues.
18. Performs administrative assistant functions for the department by greeting guests, disseminating information and maintenance of records.
19. Assists in maintaining the Town's HR website, and makes recommendations for improvements.
20. Acts as frontline staff in receiving employee relations issues.
21. Demonstrates continuous effort to improve division and/or department operations, decrease turnaround times, streamline work processes and work cooperatively to provide quality customer service.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Utilizes computer applications such as word processing, database, internet, desktop publishing and HRIS.
3. Travels to test sites, on-site job audit locations, training locations, or other Town facilities as required.
4. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in human resources, public administration, business administration, or related field.

Experience:

One year of experience in a human resources capacity.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures of human resources management.
- Knowledge of employee classification, compensation, benefits, recruitment, selection and training.
- Working knowledge of Federal, State, and local laws pertaining to human resources and

labor issues, including but not limited to ADA, FMLA, FLSA, EEO, OSHA, etc.

- Working knowledge of risk management, safety practices and wellness initiatives.
- Working knowledge of various human resources information systems (HRIS).

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Professional Human Resources Certification by the Human Resources Certification Institute (HRCI) or the Society of Human Resources Management (SHRM), or Certified Professional in Learning and Performance (CPLP), or International Public Management Association – Human Resources Certified Professional (IPMA – CP) is preferred, and at least one professional HR certification will be required within one year of hire.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl	x			
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)	x			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds			x		
Up to 25 pounds			x		
Up to 50 pounds		X			
Up to 100 pounds		X			
More than 100 pounds		X			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		x			
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions		x			
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals		x			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.