



City of Tempe

HUMAN RESOURCES SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	222	<i>Department:</i>	Human Resources
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS
This is the entry level, professional class in Human Resources. This classification is distinguished from the Human Resources Analyst by the performance of less complex duties and responsibilities including preparing routine job announcements, reviewing applications for employment, administering and scoring examinations, evaluating simple job audits, case managing FMLA, ADA and LTD issues, responding to internal and external salary and benefit surveys. The Human Resources Specialist differs from the Human Resources Technician classification by performing more complex work, which requires more independent judgment, and a broader knowledge of the professional human resources field.

REPORTING RELATIONSHIPS
Receives general supervision from supervisory and/or management staff.
May provide functional and technical direction to subordinate staff and temporaries.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of human resources experience.
<i>Education:</i>	Equivalent to an associate degree from an accredited college or university.
<i>License / Certification:</i>	Professional Human Resources certification is preferred, such as: <ul style="list-style-type: none"> ● PHR (Professional in Human Resources) ● SPHR (Senior Professional in Human Resources) ● IPMA-CP (Certified Professional in Human Resources) ● CCP (Certified Compensation Professional) ● CBP (Certified Benefits Professional)

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of entry-level professional, technical, and analytical work involved in the implementation and coordination of the City's Human Resources programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Create and distribute salary and benefit surveys; coordinate the Job Information Management System (JIMS) information. Conduct routine job classification audits; assist with market study; prepare or revise job descriptions and physical demands and work environment documents.
- Respond to personnel-related requests and inquiries from City employees and the public. Assist with or teach training classes for City employees on various topics.
- Interpret and apply City of Tempe Personnel Rules and the various Memorandums of Understanding (MOU) information to the areas of assigned responsibilities. Maintain proper supporting documentation.
- Process PAR forms and related documentation for status, classification and compensation changes; prepare and process paperwork for hiring, promotions, salary adjustments, benefits changes, and terminations.
- Coordinate assigned activities with City departments, outside agencies, and service providers. Work on special projects as assigned. Coordinate with payroll and other staff on deadlines.
- Coordinate benefit program activities including internal marketing and outreach. Provide guidance to employees on health plan claims and general benefits questions; research claim issues and coordinate with the Third-Party Administrator.
- Case manage Long-term Disability, Family and Medical Leave Act and Americans with Disabilities Act issues in collaboration with supervisory and professional staff.
- Act as liaison between the employee and the employee's department to support and coordinate FMLA/ADA/LTD rights and benefits in conjunction with HR professional staff. Provide information, support and direction to supervisors and employees regarding leave benefits.
- Coordinate routine recruitment activities; review and evaluate applications; participate in interviews and advise panel members on the selection process. Assist external applicants and employees who have questions regarding recruitment processes.
- Assist with or administer programs such as the Drug-Free Workplace and the Drug and Alcohol Testing for Commercial Drivers (CDL) License Holders program, including ensuring the City's compliance with any regulations.
- Provide support for retirement processing and retiree benefit programs.
- Serve as support staff for the City's Merit System Board; assist in scheduling of Merit System Board hearings and meetings.
- Assist with creating and maintaining internet and intranet pages; utilize current software programs to facilitate division communication internally and to other City departments; assist with creation and publication of newsletters.
- Respond to requests for information; responsible for the retention and destruction of electronic and hardcopy documents related to their assigned area.

- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective October 2003

Revised August 2007(MQs/Duties)

Revised February 2013 (update of duties)

Revised June 2018 (update distinguishing characteristics, essential job functions, and job duties)

Revised June 2021 (update of duties)

Revised September 2023 (update duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Human Resources Specialist

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	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				X
Stationary / Stand		X		
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors	X			
Around, in or on water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat	X			
Kneel / Crawl	X			
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders	X			
Neck Range of Motion	X			
Traverse Uneven Surface	X			
Traverse Even Surface	X			

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		X
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and		X
Peripheral (ability to observe an area that can be seen up and down or to the		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	X	N/A	5-25lbs	X	X
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time. - Othe mental attiributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

****Hearing test is required**