

# **BANNOCK COUNTY**

## **CLASS SPECIFICATION**

### **HUMAN RESOURCE SPECIALIST**

Department: Commissioners  
FLSA Designation: Non-Exempt

Pay Grade: 5  
Effective Date: 10/04, 8/09

#### **Purpose of Class**

Performs specialized clerical work and provides County policy, practice, and procedure information to employees; performs related work as required.

#### **Primary Function**

The principal function of an employee in this class is to perform specialized clerical work and to answer inquiries from County employees concerning policies, practices, and procedures. Work includes processing and maintenance of employee forms and other human resource documents and explaining personnel policies. The work is performed under the supervision of the Human Resource/Risk Management Director, but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Records employee data and sets up, maintains, and purges confidential personnel files according to department policies and procedures;
- Assists County employees by conducting benefits orientations, responding to policy and procedure questions, assisting with insurance claims, and distributing information;
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about application process and job postings, and provides referrals to other departments or staff as needed;
- Receives, opens, and processes mail;
- Compiles news, prepares, edits, arranges for printing, and distributes monthly Bannock County newsletter;
- Posts job openings with Idaho Department of Labor and ISU;
- Maintains office supplies and ensures office equipment maintenance within department budget;
- Prepares human resources/risk management related correspondence, memos, reports, announcements, and other communications;
- Completes special projects assigned by supervisor;
- Maintains Human Resources computer files and records for use in employee benefit administration;

- Coordinates employee information with payroll;
- Communicates with insurance carriers, third party administrators and other outside agencies regarding human resource/risk management activities;
- Performs human resource/risk management audits as required with insurance companies and third party administrator;
- Processes and files worker compensation and tort claims;
- Files documents into appropriate folders; reorganizes file folders as needed;
- Maintains Human Resources related forms and educates form users on proper completion procedures;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Fills in for Human Resources/Risk Management Director in that employee's absence;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- County policies, practices, and procedures related to personnel practices and employment;
- Operation of standard office equipment and a personal computer with job-related software applications for word processing, spreadsheets, database creation and maintenance, information storage and retrieval, and related tasks;
- Workers compensation law;
- Basic bookkeeping practices and procedures;
- Benefits programs;
- Telephone etiquette and customer service practices;
- Standard record maintenance procedures applicable to personnel offices;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures.

Ability to:

- Comprehend, interpret, and convey to others the County's policies, practices, and procedures;
- Compose correspondence and summary reports related to human resources functions;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Establish and maintain effective working relationships with elected and appointed officials, other County employees, supervisory personnel, insurance carriers, and the public;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing;
- Maintain strict confidentiality in all aspects of County human resource practices, policies and procedures;

- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and associates or bachelors degree is preferred; and
- Three (3) years clerical experience, preferably with maintenance of human resources records, benefit program administration, and computer based records management, is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Microsoft Word and Excel software knowledge is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment.