

**CITY OF FONTANA
HUMAN RESOURCES SPECIALIST**

DEFINITION: Under administrative direction, performs a variety of responsible and complex duties in support of the daily operations of the Human Resources Department; coordinates assigned activities with other divisions, departments, outside agencies, and the public; coordinates the administration of the City's benefit programs for both active and retired employees; and performs a variety of special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Coordinate the administration of employee and retiree benefit programs; resolve billing issues; explain benefit programs; complete benefit forms; process insurance premiums and reimbursement of self-insurance programs; and coordinate annual benefits fair.
- Participate in the negotiation and implementation of rates for the City's benefit programs.
- Administer annual recertification of retirees.
- Assist in the administration of the workers' compensation and risk liability programs.
- Assist in conducting studies and research on a broad range of personnel and benefit issues.
- Assist in conducting investigations.
- Assist in processing disciplinary documents.
- Administer annual premium renewal with brokers and other benefit providers.
- Respond to requests for information and assistance from employees, management, outside agencies and the general public.
- Prepare and process personnel documents related to hiring, promotions, salary adjustments, retirements, terminations, and evaluations.
- Maintain and update departmental and employee information in the computer system.
- Assist in the development of the department budget; maintain and review departmental accounts; process accounts payable.
- Coordinate the City's Annual Service Award program.
- Compile, prepare, and maintain technical and statistical reports.
- Organize, prioritize, and coordinate work activities within established deadlines.
- Operate various office equipment, including computers and related software.
- Understand and apply pertinent policies, procedures, laws and regulations.
- Make independent judgments and work with a minimum of supervision.
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely both orally and in writing.

- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Basic principles and practices of personnel administration including benefit administration, workers compensation, and risk liability.
- Applicable Federal, State and local laws, codes and regulations.
- Basic principles and practices of effective business writing.
- Principles and procedures of record keeping and reporting.
- Modern office procedures, methods, computer equipment and software.

Experience: Two years of increasingly responsible human resources program experience, which included benefit program administration.

Training: Completion of the twelfth grade or GED, supplemented by specialized training in business/public administration, personnel, workers' compensation, risk management or a closely related field. Possession of a Certificate in Human Resources Management is desirable.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.