



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to execute human resources operations.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Ensure HR Director is informed of potential known problems and risks resulting in pro-active problem solving and de-escalation of issues.
- Serves as benefits administrator; explains employee benefit programs, eligibility requirements, provisions, policies and procedures; including FMLA, retirement, health insurance, etc.; and receives and processes benefit forms; assists HR Administrator with open enrollment; assists employees with any and all insurance issues. Works with Fringe Benefit providers to maintain current roster of enrollees by communicating new employee information, terminations, and or benefit changes; review and process monthly payments to insurance carriers in a timely manner.
- Calculates all employee pay changes; merit increases, cost of living increases, probationary increase, promotional increases, longevity pay awards, and new hires rate of pay; inputs all personal information for new hires in CSI/TCP systems; inputs all employee changes into the CSI/TCP payroll systems; changes include address changes, name changes, tax deduction changes, pay changes, deduction changes, employee terminations, and direct deposit.
- Receives and processes Worker's compensation cases; receives employee and supervisor statements, schedules doctors' appointments, completes first report of injury, authorization for medical treatment, and prescription forms; faxes all information to worker's compensation carrier; completes wage statements; discusses information with attorney's office, completes settlement information, etc.; keeps Human Resources Administrator informed of cases resulting in lengthy loss time claims.
- Maintains all electronic employment records and processes personnel changes: inputs all personal information for new employees in CSI/TCP systems: inputs all employee changes into the CSI/TCP payroll systems, to include address changes, name changes, tax deduction changes, pay changes, deduction changes, employee terminations and direct deposits.
- Prepares paperwork for newly hired employees including I-9 forms, benefits enrollment forms, E-verify and GA new Hire reporting, etc.; assists the Human Resources Administrator with conducting new employee orientation.
- Schedules lab tests, physicals, drug testing, hepatitis B vaccine, and other employment related activities for new hires and current City employees as appropriate.
- Oversees all drug and alcohol testing requirements and compliance. This includes preparation for annual state and local audits.

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- Administers the performance evaluation program; issues annual and probation evaluation forms; reviews for completeness; calculates performance ratings, calculates salary increase, submits for approval.
- Prepares a variety of records, reports and correspondence as requested; prepares EEOC report, retirement report, audit schedules for worker's compensation, etc.; provides appropriate documentation, policy interpretations and explanations to managers and employees regarding human resources programs and services.
- Provides administrative support to the Human Resources Director on an as needed basis; maintains calendar and appointments; schedules meetings and appointments; assists in the preparation of correspondence in accordance with standard policies and procedures; and makes necessary travel arrangements as requested. Processes routine and non-routine matters independently as directed.
- Assist with recruitment and selection activities to attract and retain qualified applicants for City position vacancies when needed; prepares and places and/or posts advertisements for city vacancies; prepares, provides and explains applications packets to applicants; receives, reviews and processes applications; schedules interviews; and prepares letters of conditional employment for applicable positions.
- Assists the Human Resources Director with salary and benefit surveys, position evaluation and classification reviews; assists with coordinating employee safety meetings and employee relations functions such as Christmas Dinner, New Employee Orientation, and Awards Ceremony.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Business, Public Administration, Human Resources or closely related field; Requires one year of experience in human resources, payroll, and office administration or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

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City of Americus, GA

Title: Human Resources Specialist
Class Code: 1502



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Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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