



HUMAN RESOURCES SPECIALIST

Office: Human Resources
Status: Exempt – Confidential
Grade: 38C

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor
Supervises: Staff as assigned

DEFINITION

The Human Resources Specialist Confidential (HRSC) is responsible for the administration of one or more of the following Human Resource functions in the northern or southern region or both: Recruitment, including processing staff requisitions, job postings, outreach, interviewing, maintaining data, checking references, candidate selection and probationary monitoring; Employee Benefit Administration, including assisting with benefit enrollment, changes and termination, maintaining benefit data, working with benefit vendors, keeping current on benefit standards for health and related programs, workers compensation, the 457 Plan, CalPERS, and other benefit programs; Classification, Wage and Salary Administration including assisting with developing job descriptions, classification analysis, maintaining classification and salary data, assisting with salary analysis and surveys, and payroll administration; Leave of Absence, Accommodation and Ergonomic Administration; labor and employee relations. Also provides support for other Human Resource functions and may assume supervisory responsibilities. The HRSC assists in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.

MAJOR DUTIES & RESPONSIBILITIES

1. The HRSC assumes primary responsibility for the management, operation, design, and implementation of Human Resource programs and strategies in the areas assigned consistent with State Bar goals and objectives.
2. The HRSC assumes operational responsibility for internal and external procedures, programs, and/or activities within the assigned areas.
3. The HRSC gathers and reviews data in the assigned areas, coordinates with relevant managers, and prepares evaluations, analysis, reports, and recommendations as required.
4. The HRSC maintains relationships with outside entities, individuals and vendors including producing advertisements for recruiting, communications on benefits, and other communications. The HRSC coordinates with vendors, reviews vendor data, and develops reports and recommendations.

HUMAN RESOURCES SPECIALIST - CONFIDENTIAL

Human Resources

5. The HRSC reviews internal candidates' qualifications and arranges interviews with hiring managers, screens interview candidates, coordinates interviews, completes reference checks for job candidates, and extends job offers to successful applicants verbally and in writing.
6. The HRSC develops and presents employee orientation and training programs related to the assigned areas.
7. The HRSC conducts research, analyzes data and information, and makes appropriate reports on Human Resource programs in the assigned areas.
8. The HRSC ensures that employment functions, policies, and procedures comply with state and federal regulations and assists with filing appropriate reports to government agencies.
9. The HRSC administers requests for temporary agency employees, including the negotiation of billing rates, develops and conducts new employee orientation, and ensures that necessary forms and benefit information are accurate and complete.
10. The HRSC administers COBRA, CalPERS, health benefits, the 457 Plan, workers compensation, and other benefit programs which include employee notification, record logs, and coordination with payroll concerning employee status.
11. The HRSC communicates with employees to ensure thorough understanding of benefits, consulting with individuals about coverage for medical procedures and following guidelines for legal compliance.
12. The HRSC will act as the liaison between the insurance carriers/brokers or other people providing the benefits, and the employees.
13. The HRSC administers leave of absence, accommodation, and ergonomic programs and reviews, including assisting with interpretation, compliance and communication of applicable state and federal laws, employee status reviews, and ensuring proper employee status notification to Payroll.
14. The HRSC assists with the administration of wage, salary, and payroll standards.
15. The HRSC assists in the selecting, reviewing, training, evaluating and directing the work of subordinate staff.
16. The HRSC assists in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.
17. The HRSC may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities.

KNOWLEDGE & SKILLS

1. Principles of California and Federal Labor and Employment Laws.
2. Principles of personnel selection, administration, and supervision.
3. Advanced principles of office and business management techniques.
4. Advanced methods of analyzing and synthesizing policies, programs, projects, and procedures of the State Bar.
5. Advanced principles of problem identification, analysis, and evaluation.
6. Principles of human resource information and database recordkeeping.
7. Within the introductory period, obtain a working knowledge of the State Bar Offices and their functions.
8. Principles of business math for completing non-technical calculations such as addition, subtraction, multiplication, and division.

HUMAN RESOURCES SPECIALIST - CONFIDENTIAL

Human Resources

9. Principles of computer information systems, including personal computer applications, spreadsheet programs and word processing.
10. Principles of interpersonal, written, and oral communication skills including presentation and listening skills.
11. Principles of human resources and labor relations policy.

ESSENTIAL ELEMENTS / ABILITY TO

1. Possesses the visual capability and digital dexterity to operate a computer and other standard office equipment.
2. Make fine visual distinction upon proofreading written documents and viewing information on a computer screen.
3. Communicate clearly and effectively in person and in writing.
4. Travel by air and automobile.
5. Communicate by telephone.
6. Obtain and present material in oral and/or written forms.
7. Assemble data and prepare required reports.
8. Digital dexterity to assemble, retrieve and replace files.
9. Work under pressure and address conflict effectively.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Business Administration or equivalent work experience in a field that develops the skills required for the functions and responsibilities of the position and
2. Minimum of three (3) years Human Resources experience in the assigned areas or
3. Minimum two (2) years human resource experience or one (1) year supervisory experience.
4. Minimum two (2) years human resource experience or one (1) year supervisory experience.
5. Accomplished computer keyboarding skills.

Revised December 2012