

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Human Resources Specialist	BAND/LEVEL:	Prof II
DEPARTMENT:	Human Resources	JOB NO:	2635
DIVISION:	Human Resources Administration	DATE:	11/3/2013
REPORTS TO:	Chief Human Resources Officer	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 191

REPLACES: Compensation Specialist

DATE: 3/25/12

JOB SUMMARY STATEMENT:

Responsible for the day-to-day administration of the City's compensation plan. Conducts job analysis and job evaluations. Conducts and participates in salary and fringe benefits surveys. Prepares proposal for compensation plans, City Manager's salary review and the judges' review. Assists in the administration of the performance management system. Coordinates and oversees the operation of the human resources function of the human resource information system (HRIS). Conducts special studies of compliance with procedures, laws and statutes; financial impact of human resource proposals; and organizational structures of departments, divisions and cost centers. May conduct internal investigations. Oversees the administration of the City's bilingual compensation program and rewards & recognition program. While this position's core responsibilities are related to the administration of the City's compensation systems, this position is also a member of the department's leadership team with generalist responsibilities as needed in other core functions such as employment, employee relations and employee benefits.

DUTIES AND RESPONSIBILITIES:

1. Conducts job analysis and job evaluations of all City positions. Reviews and analyzes position description forms submitted by departments and interviews representative sampling of employees. Recommends assignment to appropriate band/level and proper exemption status based on type of work, requirements and responsibilities. Develops and reviews formal position descriptions with employees and supervisors and makes revisions as necessary. Responsible for maintaining all job descriptions and updating descriptions on the City's intranet.
2. Conducts and participates in salary and fringe benefits surveys. Investigates possible labor markets and makes recommendations for including employers in such markets. Develops appropriate survey instruments for each market. Distributes surveys to participants and monitors the completion of questionnaires. Designs appropriate databases to record and statistically manipulate data. Assembles survey results and distributes to participants.
3. Prepares proposal for compensation plans, City Manager's salary review and the judges' review. Analyzes and manipulates survey data; compiles summary results and presents to chief Human Resources Officer. Utilizes various software applications to prepare statistical backup data, reports, charts, and exhibits for proposals.
4. Provides day-to-day administration of compensation plan. Comprehends and administers applicable policies and procedures and maintains awareness of current wage and hour laws. Processes *personnel action requests* and ensures compliance with City policies and procedures.
5. Assists in the administration of the performance management system. Communicates process/timeline reminders to supervisors. Ensures annual performance appraisals are completed. Develops queries to extract performance ratings from HRIS and creates charts depicting City's overall rating distribution and distribution by department.
6. Participates in budgeting process for wage and salary projections. Calculates costs associated with new positions. Ensures appropriate programming changes are made to wage and salary report; ensures accuracy of budgeted positions; and inputs projected benefit costs in HRIS. Runs wage and salary reports and reviews for accuracy.
7. Oversees the administration of the City's bilingual compensation program. Renews contract with vendor and coordinates the communication, testing, approval process and billing payment.
8. Oversees the administration of the Rewards & Recognition Program. Promotes and publicizes program. Monitors program and conducts utilization studies.

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9. Conducts special studies of compliance with procedures, laws and statutes; financial impact of human resource proposals; and organizational structures of departments, divisions, and cost centers. Compiles and analyzes applicable data. Works with other personnel in exploring issue at hand through formal discussions and by interviewing and observing work processes. Develops findings and recommendations and provides comprehensive report. Describes findings and recommendations as needed.
10. Coordinates the operation of the human resources function of the HRIS. Oversees processes involving personnel actions into HRIS. This includes employee information, performance ratings, and salary maintenance. Maintains and updates position management, salary plans and job codes.
11. Develops, designs, and prepares standard and non-standard reports that capture and extract personnel and compensation data from HRIS using a report writing program. Ensures accuracy and integrity of the data. Assists end users with obtaining information electronically.
12. May conduct internal investigations of discrimination, sexual and other harassment claims filed by employees. Assists in preparing investigation report of findings for assigned management team.
13. Participates in special projects and performs special assignments as needed.
14. Provides organizational charts of City structure. Submits requests to departments to update organizational charts semi-annually. Uses appropriate software application(s) to create/update charts from information provided by departments. Verifies reporting relationships and accuracy of job titles.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in business administration, personnel management, or a related field of study, or an equivalent combination of work experience and formal education. Certification as a compensation professional is preferred.

EXPERIENCE:

Three to five years of compensation experience is required, or an equivalent level of experience. Good understanding of federal and state wage and hour laws and the Fair Labor Standards Act.

SKILLS:

1. Excellent oral and written communication skills.
2. Analytical skills.
3. Good listening skills.
4. Strong computer and quantitative skills are essential.
5. Working knowledge of a windows-based spreadsheet and wordprocessor is required along with familiarity with HRIS software systems. Must be able to write queries to extract and report information in a useable format.
6. Presentation skills

MENTAL REQUIREMENTS:

1. Ability to compose letters, reports, and other documents.
2. Ability to read and comprehend city, state and federal regulations.
3. Ability to analyze complex problems and recommend solutions.
4. Ability to exhibit diplomacy and judgement when dealing with city employees, yet get the job done within reasonable

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period of time.

5. Ability to exhibit sound judgement.
6. Ability to comprehend relational database principles
7. Ability to learn and understand PC software applications.
8. Abstract and logical reasoning.
9. Ability to train and guide others.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to speak to an individual or group for an extended period of time.
3. Ability to sit and be attentive for extended periods of time.
4. Mobility to travel to various City locations.
5. Hand and eye coordination adequate to input computer.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.