



CITY OF TEMPLE, GEORGIA Job Description

Job Title: Human Resource Specialist
Department: Administration
Pay Grade: 19

Major Function and Purpose: The purpose of this classification is to provide human resources services to departments, employees, and elected officials.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Recruitment and onboarding, performance management, training, building and maintaining company culture, communications, and legal and regulatory compliance.
- Plans, manages, and administers a comprehensive Human Resource program for the City of Temple, to include recruitment and selection, benefits administration, records management, safety and risk management, workers' compensation, organizational and staff development, classification and compensation, performance evaluation, or other activities.
- Interprets, explains, applies, and ensures compliance with all applicable federal, state, and local policies, procedures, rules, regulations, laws, and standards; initiates any actions necessary to correct deviations or violations.
- Consults with City Administrator, Mayor and City Council, attorneys, and other officials to review department operations and activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares reports, studies, tables, and correspondence for City Administrator; provides presentations, reports, and recommendations to elected officials on various issues related to personnel.
- Provides technical guidance, consultation, and assistance to city officials, department directors, supervisors, and staff members regarding human resource policies, practices, procedures, programs, or related issues; assists officials and directors with hiring decisions, personnel problems, and adverse actions; participates in interviews and hiring decisions for senior-level management positions.
- Formulates department policies and procedures; reviews, amends, and updates department policies, procedures, rules, regulations, and standards; develops or reviews policies relating to emergency operations/management during hurricanes or disasters.
- Assists with staff evaluations, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Formulates amendments to the Personnel Policy; meets with the Personnel Committee to explain proposed Personnel Policy amendment. Revises the Personnel Policy with approved amendments. Ensures that each employee has read and acknowledged accordingly the Personnel Manual yearly.



- Develops organizational goals and objectives; establishes plans of action to promote achievement of organizational goals and objectives.
- Hears grievances filed by employees; prepares reports with recommendations.
- Reviews and analyzes benefits usage and costs; makes recommendations to City Administrator and the City Council.
- Conducts or contracts for employee training on a variety of topics.
- Writes Requests for Proposals (RFPs) and/or contracts for all department/city employee benefits and services; evaluates RFPs and makes recommendations; serves as contract representative for class/compensation studies.
- Interacts with consultants/vendors regarding benefits and pension programs; resolves complex/difficult issues relating to payment of benefits/pensions.
- Distributes to employees current information relating to benefit programs, policies, procedures, training and other human resource programs.
- Develops and administers employee awards and recognition programs.
- Responds to complaints and questions related to department policies, programs, or activities; responds to requests for information from many sources; provides information, researches problems, and initiates problem resolution.
- Prepares or completes various forms, reports, correspondence, policy/analysis documents, policies, grievance reports/recommendations, EEOC responses, performance reviews, emergency plans, presentations, or other documents.
- Receives various forms, reports, correspondence, personnel/payroll changes, tuition reimbursement requests, health claims/reports, drug testing reports, criminal and driving histories, job applications, resumes, adverse action reports, performance reviews, pay plan, position classifications, policies, procedures, laws, regulations, guidelines, bulletins, directories, manuals, handbooks, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, personnel/payroll, Internet, email, or other computer programs.
- Communicates with City Administrator, elected/appointed officials, judges, City Attorney, attorneys, other departments, department directors, employees, vendors, the media, state/local agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Oversees maintenance of confidentiality of departmental issues and documentation.

**Additional Functions:**

- Performs general/clerical tasks, which may include answering telephone calls, typing, making copies, sending or receiving faxes, filing documentation, shredding confidential or obsolete documentation.
- Cross-trains as backup in Administration, as needed.
- Performs other related duties as required.

Minimum Qualifications:

Certification in Human Resources supplemented by two (2) years previous experience and/or training that includes progressively responsible experience involving all aspects of human resources administration (preferably in a local government environment), budget administration, and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Bachelor's degree in Human Resource Management preferred. Senior Professional in Human Resources (SPHR), IPMA-HR Senior Certified Professional (IPMA-SCP), or SHRM Senior Certified Professional (SHRM-SCP) desired.

Performance Aptitudes:

- Data Utilization – Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgement in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Human Interaction – Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Equipment and Materials Utilization – Requires the ability to operate office equipment, and materials used in performing essential functions.
- Verbal Aptitude – Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Mathematical Aptitude – Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ration and proportion; may include ability to calculate surface areas, volumes, weights, and measures.
- Functional Reasoning – Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Situational Reasoning – Requires the ability to exercise judgement, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

**ADA Compliance:**

- Physical Ability – Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials (15-30 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
- Sensory Requirements – Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.
- Environmental Factors – Essential functions are regularly performed without exposure to adverse environmental conditions.

License and Certifications: Human Resource Certification; Valid State Driver's License; First Aid/CPR & AED certification within one year after hire

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

The City of Temple, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.