



4. Develops, reviews and revises job descriptions and classification specifications. Documents recommendations; facilitates approval process and implementation.
5. Develops selection and testing processes using information obtained from job analysis, job announcements, consultation with Human Resources Analysts and subject matter experts. Researches available testing methodologies through professional sources, contacts with other employers and testing services and other research. Develops selection tools including evaluation criteria and scoring standards. Composes correspondence, job announcements and other advertisements. Identifies and procures assistance from volunteer and staff evaluators, providing training and coaching in the assessment/evaluation role.
6. Works collaboratively with departments to develop and prepare selection process. Develops and presents eligibility registers to Civil Service Commission for approval. Works with assigned Chief Examiner to resolve issues or disputes regarding Civil Service exams and develops appropriate information for Civil Service review and/or decision.
7. Facilitates hiring and placement by providing departments with information on Civil Service and City selection policies and appointment procedures. Receives and responds to information requests from candidates about various testing and employment matters.
8. Prepares offer letters and pre-employment materials for department to issue. Collects new hire information and forms. Coordinates or completes any necessary preemployment testing, certification or education checks, criminal history and references.
9. Conducts new employee orientations. Provides a variety of information, assistance, and advice on various HR issues within knowledge and expertise level. Clarifies issues and identifies resources for problem solving.

**ADDITIONAL WORK PERFORMED:**

1. Performs a variety of tasks in support of the Classification and Compensation program including file maintenance and intranet/website maintenance.
2. Performs special information and data gathering projects; composes and drafts reports and documents as assigned. May serve as project manager on projects within training and expertise.
3. Performs other related work of a similar nature and level.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

Knowledge of:

- Principles and practices of public personnel administration including methodology employed in testing, recruitment, selection, interviewing, placement, classification, job analysis, performance management, labor relations, employee training and organizational development.
- Knowledge of federal and State employment law, Civil Service Rules, and City personnel policies and procedures and the ability to interpret for others complex guidelines, codes, regulations, policies and procedures.
- Knowledge of data collection and sampling techniques and statistical analysis.

Skills in:

- Excellent oral communication skills, public speaking and giving presentations, and the ability to establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants and the general public.
- Strong skills in problem analysis and decision making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management and the ability to solve problems with and for individuals and groups.
- Strong writing skills including correct English usage, grammar, spelling, punctuation, and vocabulary for producing a variety of reports, job descriptions, classification specifications, correspondence, test construction, and recommendations.
- Working with diverse populations.

Ability to:

- Use modern office procedures and computer programs relating to spreadsheet programs, word processing and database management software.
- Read, analyze, and interpret policies, procedures, collective bargaining agreements, job descriptions, classification specifications, contracts, government regulations, etc.
- Respond to common inquiries or complaints from personnel, regulatory agencies, or the public;
- Ability to collect, compile and objectively analyze information and data.
- Ability to gain a working knowledge of job analysis.
- Interact with the public and co-workers using courtesy, tact and good judgment.
- Multi-task and manage multiple deadlines while maintaining a strong attention to detail.
- Maintain confidentiality of records and sensitive information.
- Solve problems using good judgment.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Frequently remain stationary for long periods of time;
  - Occasionally transport objects 10-25 pounds and infrequently to occasionally transport objects up to 40 pounds.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting with the majority of time at a computer workstation. Work involves occasional field work where City field or satellite work is conducted. Environment includes a customary range of noise and other distractions with low everyday risks working around standard office equipment. May require extended hours and occasional weekend or evening work, as

well as occasional overnight travel to conferences or training events. This is a sedentary position with minimal physical exertion requirements.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree with major course work in HR, public or business administration, or a related field. PHR or SHRM-CP certification may substitute for two years education.
- Two years professional level experience in human resources.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

**NECESSARY SPECIAL REQUIREMENTS:**

- Employment contingent on passing a criminal background check.

**PREPARED BY:** A. Sullivan  
10/2021

**REVIEWED BY:** \_\_\_\_\_  
Elizabeth Monahan  
Human Resources Director