

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Human Resources Specialist

DEPARTMENT: Human Resources

E-PLAN
SG:E1-10
CS:N
FLSA:Y
EEO4CODE:PP

JOB SUMMARY:

Performs paraprofessional work in support of the City's human resources functions. Provides general information and assistance to employees and managers regarding policies, procedures, programs and Civil Service processes. Supports the development and administration of selection and recruitment processes in collaboration with City departments and in consultation with human resources professional staff. Coordinates and tracks the new hire processes and facilitates new employee orientation. Contributes to special projects, provides labor relations and training support, and performs various administrative functions, as assigned

SUPERVISORY RELATIONSHIPS:

Reports to a Human Resources Services Manager. Works under general supervision and the guidance of applicable federal and state employment regulations, Civil Service rules, collective bargaining agreements, and City and departmental policies and procedures. Receives technical guidance from the Civil Service Chief Examiner and Human Resources professional staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides general information and assistance to City employees about human resources rules, policies, regulations, procedures and processes within knowledge and expertise level. Clarifies issues and identifies resources to support problem solving, referring matters to the appropriate staff member when necessary.
2. Develops selection and testing processes using information obtained from job analysis, job announcements, consultation with human resources professional staff and subject matter experts. Researches available testing and evaluation 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.
3. Facilitates Civil Service hiring and placement by providing departments with information on Civil Service and City selection policies and appointment procedures. 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. Receives and responds to information requests from candidates about testing process and employment related matters.

4. Coordinates new hire processes and facilitates new employee orientation. Prepares, reviews and processes offer letters and pre-employment materials. Collects new hire information and coordinates, tracks or completes any necessary preemployment paperwork and testing, certification or education checks, criminal history and references.
5. Assists departmental staff in administering a variety of functions, such as coordinating and facilitating citywide training; responding to and disseminating salary surveys; and coordination and maintenance of department records. Serves as a note taker for a variety of human resources meetings; composes and drafts reports and documents as assigned.
6. Assists with special projects such as gathering documents to fulfill requests for information; development of informational/marketing materials; collecting data; and labor relations support.

ADDITIONAL WORK PERFORMED:

1. Performs a variety of administrative tasks, as necessary, that support human resources programs such as records management, data entry and file maintenance.
2. As needed, may partner with hiring officials and Human Resources Business Partners to review or modify job descriptions in order to design appropriate testing processes.
3. Performs other related duties of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of principles and practices of human resources.
- 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.
- Principles and practices of public personnel administration including methodology employed in testing, recruitment, selection, interviewing, placement, classification, job analysis, performance management, salary administration, benefits, labor relations, employee training and organizational development.
- Data collection and sampling techniques and statistical analysis.

Skill in:

- Excellent oral communication skills 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 for information reports, correspondence, test construction, etc.
- Skill in working with diverse populations and ability to conduct self with poise and impartiality.
- Skill in planning, organizing, problem solving and decision making.
- Excellent skills with standard office software applications for word processing, spreadsheets, databases, presentation, updating web pages, calendars, and proof reading.

Ability to:

- Work with applicants, management, co-workers and other City employees using courtesy, tact and good judgment.
- Read, interpret, apply, and explain rules, regulations, policies and procedures to prospective applicants, the public, and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Influence the opinions and decisions of hiring officials.
- Maintain confidentiality of records and sensitive information.
- Understand and accurately apply basic math skills.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Interact with the public and co-workers using courtesy, tact and appropriate judgment;
- Maintain consistent and punctual attendance.
- 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;
 - Occasionally move between work sites;
 - Occasionally lift and carry objects weighing up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation. Environment includes a customary range of noise and other distractions with low everyday risks working around standard office equipment. Occasional travel to conferences and training sessions. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in human resources, business administration or related field and one (1) year of experience in human resources.

OR

- Associate degree in business, public administration, human resources management or related field and three (3) years of experience in human resources.
- Professional in Human Resources (PHR) or SHRM-CP certification may substitute for two (2) years of experience or education.

OR

- An equivalent combination of experience and training that provides the applicant with the knowledge and skills to perform the job.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.

PREPARED BY: A. Silva
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10/2025

REVIEWED BY: _____
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