



## HUMAN RESOURCES SPECIALIST

### FUNCTIONAL DEFINITION:

This class requires the performance of a variety of personnel assignments for a Mental Health, Mental Retardation and/or Drug and Alcohol program. Employees of positions in this class are primarily responsible for providing technical assistance to directors, managers, supervisors and employees regarding personnel and related matters.

Incumbents may report to a Director, a Senior Human Resource Coordinator or Specialist or a Supervisor. Work is evaluated for adequacy of service and technical assistance provided.

### EXAMPLES OF WORK PERFORMED:

RECRUITMENT: Receives and responds to verbal and written requests initiated by supervisors. Furnishes supervisors with available material on hand (i.e. resumes, applications, post vacancies on site or submits to media). Interviews and refers walk-ins, screen applications, assists with reference checks, schedules interviews for supervisors, provides orientation following selection regarding work hours, pay, benefits, etc., establishes record file for new employee.

PAY ADMINISTRATION: Submits all necessary information and records to payroll regarding appointments, promotions, reimbursements, pay changes, benefits and status changes. Prepares and submits all necessary information to the county for reimbursement of program funded positions in accordance with the Personnel Action Plan, updates reimbursements in accordance with PAP revision changes.

BENEFITS: Provides staff with all pertinent information regarding agency benefits package. Explains the various benefits (vacation, sick leave, hospitalization, dental, life and accident insurance and retirement) to employees. Enrolls, posts changes and terminates benefits consistent with employee status.

TRAINING: May serve on agency training committee providing input regarding needs surveys, courses available, in-service training on most recent personnel changes, cross training in other positions and career opportunities.

EQUAL EMPLOYMENT OPPORTUNITY: Disseminates information concerning federal, state and county EEO requirements. May prepare and update agency affirmative action plan, informs staff of availability of Human Relations Commission in case of employee discrimination complaints, and may get involved in agency's grievance procedure.

LEGISLATION: Advises employees regarding federal and state programs (i.e. Workmen's Compensation, Disability, liability and vehicle insurance, Cobra and director and deputy liability, coordinates compliance with Act 33 requirements, Pennsylvania criminal checks and child abuse screening, confirms pre-employment verification of citizenship consistent with Immigration Act of 1986, and confirms Act 32 and Act 33 clearance when appropriate.

RECORDS MAINTENANCE: Maintains personnel file for all employees; notifies supervisors of merits and performance evaluations due; updates employee records regarding training, awards and accomplishments; maintains confidentiality of employee records.

SUPERVISION OVER OTHERS: May supervise one or more clerical staff in performance of the above.



1040 Eighth Avenue, 2nd Floor  
Beaver Falls, PA 15010  
724-847-6225  
[www.beavercountypa.gov](http://www.beavercountypa.gov)

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## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of personnel methods and techniques including recruitment, selection, placement, position classification, training and employee relations
- Knowledge of office methods and procedures
- Ability to discuss and analyze circumstances and problems of employees and make recommendations
- Ability to make clear oral presentations
- Ability to interview and evaluate prospective candidate qualifications and potential for a position vacancy
- Ability to establish and maintain effective working relationships with manager, supervisors, employees, the county and general public

## **MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's degree in business and public administration OR in human resources and two years of experience in personnel, finance, business and human resource applications; OR, any equivalent combination of experience and training of the above requirements as approved by the county.