



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PERSONNEL SPECIALIST		
Department:	Personnel		
Supervisor:	Personnel Director		
Date:	February 2012	Position No.	HR/2
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for performing a variety of administrative support activities for the Personnel Department.

Job Scope:

The purpose of this position is to perform administrative activities in support of the Human Resources Office. Successful performance helps ensure the accurate processing of all city insurance plans and the proper documentation of Worker's Compensation claims and all city insurance plans.

Essential Duties and Responsibilities:

1. Reviews and processes all personnel action forms.
2. Consults with department heads, supervisors, or employees, regarding discrepancies or questions affecting personnel transactions.
3. Establishes and maintains various personnel and medical files and records.
4. Receives and disperses information on personnel policies and procedures.
5. Coordinates city-wide Safety Review Committee meetings; prepares agenda and minutes.
6. Assists in processing payroll change authorizations and in answering payroll questions.
7. Serves as contact person for risk management insurance vendors.
8. Assists with the processing of employee-related forms including W-4, Family and Medical Leave Act, etc.
9. Publishes job announcements; accepts employment applications and forwards to the department after closing.

10. Provides secretarial and administrative support to staff.
11. Answers, screens, and routes telephone calls; refers visitors to appropriate personnel.
12. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. Preferred Associates degree in business or related field from an accredited college.
3. Three years of progressively more responsible experience in secretarial, office management, or personnel assistant work
4. Proficient in the use of Microsoft Office including Word, Outlook, Excel, Access, and PowerPoint
5. Missouri driver's license.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of personnel policies and procedures.
2. Knowledge of Human Resources terminology, procedures, and methods.
3. Knowledge of modern office practices and procedures.
4. Skill in the use of computers and various software programs.
5. Skill in the use of modern office equipment.
6. Skill in oral and written communication.

Guidelines:

1. All federal, state, and local human resources laws, as well as ADA, FMLA, Workers' Compensation, EPA, Civil Rights Act of 1964, the Equal Pay Act, and FLSA regulations.
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied administrative and secretarial duties. The number of regulations to be followed contributes to the complexity of the position.

Principal Working Relationships:

1. Co-workers, insurance brokers and consultants, vendors,
2. General public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.