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| <b>Job Class Code: 0310</b>       | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 3</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide support in the processing and maintenance of Human Resources information. The class is responsible for collecting and analyzing information, processing Human Resources actions, updating and maintaining documentation, verifying accuracy, and providing support for related activities. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

| <b>TYPICAL TASKS</b>   |  |
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| <ul style="list-style-type: none"> <li>• Collects and reviews personnel information for personnel files.</li> <li>• Verifies accuracy of personnel data to ensure records are in order.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Processes personnel actions such as new hires, status changes, salary adjustments, and terminations ensuring actions are in accordance with policy and have been properly approved in accordance with established internal controls.</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• Updates and maintains personnel records/documentation for accuracy and agreement with operating budgets.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Supports staff and employees with related personnel activities such as conveying policies and procedures.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Prepares and maintains various reports, records, and other documentation.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Facilitates training on the City’s Human Resources policies and procedures.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Provides information such as employment notices and statistical data.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• May supervise or lead subordinate staff including training, scheduling, assigning and evaluating work.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Performs other related duties as assigned.</li> </ul>   |  |

| <b>GENERAL STANDARDS</b>                |  |
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| <b>Data Involvement</b>                 | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.   |
| <b>Interpersonal/People Involvement</b> | Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.                                    |
| <b>Reasoning Requirements</b>           | Performs skilled work involving rules/systems but solves problems almost constantly.   |
| <b>Mathematical Requirements</b>        | Uses basic algebra involving variables and formulas; computes discounts, ratios, rates, and percents; may use descriptive statistics.  |
| <b>Language Requirements</b>            | Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.   |
| <b>Mental Requirements</b>              | Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered. |
| <b>Decisions/Supervisory Control</b>    | Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.  |

| <b>EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS</b> |  |
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| <b>Vocational/Educational Requirement</b>              | Requires any combination of education and experience equivalent to an associate’s degree in human resources management or a closely related field. |
| <b>Experience</b>                                      | In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related experience.                    |
| <b>Special Certifications and Licenses</b>             | None   |

**Special Requirements**

Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/23/2020