

Job Class Code: 0330	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform assigned professional Human Resources functions. The class is responsible for Human Resources recruiting, testing, selecting, and training, employee relations, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Recruits applicants, screens applications, interviews, and evaluates applicants for City positions; ensures completed interview packages comply with City policy. • Administers employment and promotion examinations and related processes; refers viable applicants to employing authority. • Conducts in-house training sessions; designs and facilitates customized training and performance improvement sessions. • Counsels employees and conducts sessions concerning benefit programs. • Serves as resource to current and prospective City employees on interpreting policies relative to selection and employee relations; prepares and edits employee informational publications. • Performs class studies, including researching, collecting, organizing, and analyzing data to prepare reports with recommendations. • Completes salary and benefit surveys, and assists in providing personnel statistical data. • Conducts background and reference checks on prospective employees. • Assists in coordinating City recognition and service award ceremonies. • May supervise staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. • Performs routine office tasks such as typing, filing, phoning, faxing, and photocopying. • Performs other related duties as assigned. 	
GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas; computes ratios, rates, and percents; may use descriptive statistics.
Language Requirements	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; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or exposure to occasional pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, other City personnel, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in human resources, management, public administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	May require a valid driver's license and a driving record that is in compliance with City Driving Standards depending on job focus.
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.

AMERICANS WITH DISABILITIES ACT (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