12/13/2018

City of Lock Haven, Pennsylvania

**Job title:**  HR Specialist

**Work Site:** Lock Haven City Hall (20 E Church Street)

**Work Hours:** (8Hrs/Day) (40 Hrs/Wk) 8:00 a.m. to 5:00 p.m.

**Salary / Benefits:** $19.30 per hour

**Supervisor:** City Manager

**Job Summary:**

* The HR Specialist prepares and updates employment records, explains and monitors performance standards to new and existing employees, and processes benefit and insurance claims on behalf of the city and its employees. This position facilitates efficient and accurate record keeping which is necessary for the effective operation of the City’s personnel administration. This employee functions as the main contact for Human Resources and in that capacity, is responsible for interacting with the public and facilitating communications with employees of each department. The HR Specialist is responsible for the collection, entry, retrieval, copying, filing, and dissemination of information generated from a variety of reports and forms, prepared by heads of department and employees, as well as other entities.

**Essential Job Functions:**

* Administering health, life and other benefit plans including workers compensation for employees
* Administering vehicle, property and liability claims for the City
* Explaining policies, procedures, laws and standards to new and existing employees
* Ensuring personnel paperwork is completed and processed, then maintained and access controlled
* Scheduling and maintaining records of employee training
* Researching policies and best practices to recommend for implementation
* Overseeing engagement programs and other employee relations work
* Developing and administering employee health and safety programs
* Maintaining time and attendance records including leave entitlement balances and use
* Proofreading including checking department payroll for accuracy before submission
* Addressing employment relations issues including interpretation of contracts
* Preparing reports to remain compliant with local, state and federal requirements
* Maintaining confidentiality when accessing and updating information and claims
* Become proficient with personnel rules & regulations and procedures

**Marginal Job Functions:**

* Perform other related duties as assigned
* Escort residents to other offices as necessary

**Qualifications:**

* Education: High School graduate or equivalent
  + Preferred: Degree in public administration or human resource management
* Experience:
  + Training in the field of Human Resources and/or Insurance
  + A considerable amount of work-related skill, knowledge or experience in benefits and insurance
  + Experience with software applications and hardware
* Demonstration of Skills and Abilities
  + Ability to become credentialed as a Society for Human Resource Management Certified Professional (SHRM-CP) during the applicable timetable
  + Ability to use computer for word processing and spreadsheets and data entry into custom software
  + Ability to maintain records and files and assemble data for reports
  + Ability to exercise good judgement and tact
  + Ability to maintain absolute confidentiality of information
  + Ability to work with minimal direction and supervision
  + Ability to remain calm in stressful situations
  + Ability to effectively communicate with the public and deal with irate residents
  + Ability to effectively communicate with other employees
  + Proficiency with the English language including reading, writing, proofreading, spelling and comprehension
  + Must be punctual, neat, and able to write legibly
  + Must maintain regular attendance and avoid absenteeism

**Physical Performing Elements:**

* Lifting and carrying up to 25 pounds
* Frequent bending, kneeling and reaching
* Sitting for long periods of time

**Mental Performing Elements:**

* Organizing and coordinating schedules
* Analyzing and interpreting data
* Prioritizing tasks
* Problem-solving
* Communicating with the public
* Creating written communication
* Completing written and verbal work orders
* Basic mathematic operations

Duties, responsibilities and this job description will be periodically reviewed and subject to changes to meet the needs of the Department.