City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Human Resources Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>HRSP</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU14</td>
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<tr>
<td>Date Revised:</td>
<td>5/3/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for providing support to the Human Resources Division.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists the division in carrying out various human resources and payroll programs and procedures for all city employees.
- Provides administrative and operational support to the Human Resources department and assists in various research projects and/or special projects.
- Serves as a backup for duties of HR Administrative Assistant and overflow and backup for an HR Generalist.
- Performs day to day tasks and responsibilities of one or more of the various functional areas of Human Resources:
  - Recruitment efforts for all benefited City positions; includes the pre-employment process (background, drug, and other pre-work screens)
  - Non-benefited (temporary or seasonal) recruiting, hiring, and pre-employment processes.
  - Benefits administration, including change reporting and communicating benefits information to employees
  - Updates and catalogues Job Description
  - New job creation process
  - Salary survey point of contact
  - New Hire Orientation and HR Orientation for Supervisors
  - Updates the Employee Handbook and Non-Union Guide
  - Administers leave of absence programs, including FMLA, Short Term Disability and military leave programs in accordance with federal law.
  - Separations of City employees
  - EEO-4 reporting duties, to include maintaining records and compiling reports from the database
- Maintains compliance with federal, state and local employment and benefit laws and regulations and provides recommendations for new approaches, policies and procedures to continually improve the efficiency and effectiveness of HR services.
- Maintains confidentiality and uses discretion at all times.

**Qualifications:**

**Education and/or Experience:**

Associate’s degree or equivalent from two-year college or technical school and two years related experience or training in Human Resources or Payroll; or Bachelor’s Degree from four-year college or university and one year related experience or training in Human Resources or Payroll; or any such combination of education and experience deemed acceptable to the hiring authority.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed indoors in an office where interruptions may occur.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.