

Title: HR Specialist – Assessment
PG: 54
Status: Civil Service
Position Reports to: Civil Service Director
Department: Human Resources

Class Code: 2107
Date: 03/09

GENERAL DESCRIPTION OF CLASS:

This is an advanced professional supervisory position responsible for the support of the City of Lakeland's Civil Service Office. Work activities involve providing assistance and counseling to both internal and external customers in employment, selection, testing, interviewing, and career development. Employee is expected to function with a high degree of independence. Work is conducted under the general guidance and supervision of the Civil Service Director.

ESSENTIAL FUNCTIONS:

1. Responsible for supervising, planning and coordinating work assignments of direct reports.
2. Develops and maintains effective relationships with other professionals in the testing profession and with the general public, applicants, employees, supervisors and managers.
3. Develops legally defensible, fair, and objective selection processes, including written tests, assessment centers and structured interviews.
4. Administers the provisions of the Civil Service Act as contained in the Charter of the City of Lakeland and embodied in the respective rules and regulations.
5. Counsels potential and current employees concerning employment opportunities with the City.
6. Responsible for City wide testing, evaluation and assessment center program utilizing professionally accepted testing procedures.
7. Conducts job analyses and coordinates with functional users to insure adequate evaluation programs are crafted to identify best qualified individuals for promotion and employment.
8. Analyzes statistical data to determine test effectiveness and ensures appropriate adjustments are made.
9. Maintains current knowledge of state and federal employment laws and guidelines.
10. Identifies requirements, determines appropriate courses of action and organizes data to prepare various reports and documents.
11. Assists in the preparation of the departmental budget.
12. Analyzes and determines required equipment and resources needed to conduct department activities.
13. Develops and maintains necessary test computer files.
14. Maintains confidentiality and security of test material.

ADDITIONAL RESPONSIBILITIES:

1. Counsels employees regarding skill development needs and career options.
2. Formulates alternative policies for the department utilizing both knowledge of City requirements and sound City charter and ordinance provisions.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of municipal organizations.
2. Knowledge of job analysis techniques and procedures.
3. Knowledge of test principles, methods and practices to include statistical methods.
4. Skill in the use of various office computer software systems to include Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
5. Ability to effectively plan, organize and coordinate the efforts of employees in completing specified projects.
6. Ability to conduct department activities with competence, initiative and professionalism.
7. Ability to communicate effectively both verbally and in writing.

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8. Ability to establish and maintain effective working relationships with supervisor, co-workers, other City employees, test vendors, other testing professionals and the general public.
9. Creative ability sufficient to oversee the design of state of the art testing instruments.

WORKING ENVIRONMENT/CONDITIONS:

May stand and walk for long periods of time during assessment center administration and performance testing. May require lifting up to 25 pounds.
May be exposed to hot/cold temperatures, adverse weather conditions, noxious odors and wet, humid conditions during performance testing and observation of jobs for job analysis.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with an B.A. or B.S. degree with major course work in human resources, psychology, business administration, public administration or related field. A Master's degree in Industrial/Organizational Psychology is preferred.
2. Five (5) years of experience in positions of increasing responsibility in human resource activities.
3. Three (3) years of experience in employment-related personnel testing and evaluation programs to include assessment center development.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid telephone number.
3. May be required to work extra or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

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