

**Title:** HR Specialist - Employment  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** Staffing and Compensation Manager  
**Department:** Human Resources

**Class Code:** 2269  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is an advanced professional position responsible for administrative work in the Employment division of the Staffing and Compensation Office. Work activities involve counseling City employees as well as applicants on issues such employment, testing, referral and career development. The employee is expected function with a high degree of independence. Work is conducted under the general guidance and supervision of the Staffing and Compensation Manager.

**ESSENTIAL FUNCTIONS:**

1. Counsels potential employees concerning employment opportunities with the City and assists current employees in regard to promotional opportunities and career development.
2. Administers the provisions of the Civil Service Act as contained in the Charter of the City of Lakeland.
3. Interacts with departments to ensure that adequate evaluation programs and processes are being utilized to identify the best qualified individuals for promotion and employment.
4. Determines appropriate course of action and organized data to prepare various reports in support of existing or proposed department policy proposals.
5. Assists in the preparation of the departmental budget, prepares and oversees requisitions, and maintains a current balance office accounts.
6. Advises employees and the public regarding policies, rules, regulations and provisions concerning the employment and the civil service act.
7. Plans and executes an aggressive community relations program.
8. Recommends appropriate courses of action for satisfying the City's Human Resources needs and remains current on state and federal employment laws and guidelines.
9. Reviews applications in order to make recommendations for acceptance or rejection, and rate training and experience qualifications according to established procedures and standards.
10. Supervises and participates in the preparation of advertisements for use in newspapers and professional or technical journals.
11. Updates the telephone advertisement hotline, website and Outlook folders with the most current information on employment opportunities.
12. Responds to questions concerning Human Resources problems, interprets policies and procedures and provides information for the resolution of problems.
13. Counsels hiring managers and other City employees in order to ensure understanding of the recruitment, selection and promotion processes.
14. Coordinates and participates in the recruitment effort at high schools, colleges, technical schools and a variety of community events.
15. Supervises quality assurance activities related to personnel policies and procedures.
16. Maintains computer files and databases with the most current and essential personnel data in order to facilitate statistical analyses.
17. Supervises and participates in the research of special projects.

**ADDITIONAL RESPONSIBILITIES:**

1. Prepares correspondence, maintains detailed documentation on actions which may have legal ramifications.
2. Formulates alternative policies for the department utilizing both knowledge of City requirements and City charter and ordinance provisions.
3. Conducts independent evaluations and studies as required.
4. Supervises, plans and coordinates work assignments of direct report employees in the absence of the Staffing and Compensation Manager.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of the organizational structure of a medium to large municipality or equivalent employer.
2. Knowledge of current state and federal employment laws and guidelines.
3. Knowledge of the City's Civil Service Act and its rules and procedures.
4. Knowledge of and ability to apply various computer software programs to include MS Office Suite (Excel, Word and PowerPoint), Outlook, PeopleSoft and Crystal reports.
5. Knowledge of standard office practices and procedures.
6. Ability to listen effectively to others.
7. Ability to plan, assign and direct the work of subordinate personnel.
8. Willingness to maintain confidentiality of departmental records and sensitive situations.
9. Willingness to work hours necessary to perform the functions associated with this position in order to meet operational needs.
10. Willingness to establish and maintain effective working relationships with supervisors, co-workers, other City employees and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards

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 major course work in human resources, psychology, business administration, or public administration.
2. Five (5) years of experience in positions of increasing responsibility in human resource activities. Experience in conducting Training and Experience evaluations is preferred.
3. Experience using MS Office Suite (Word, Excel and PowerPoint) PeopleSoft, Crystal Reports and MS Outlook preferred.
4. Completion of City University level (1) or completion within twelve (12) months.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

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