

**BLACK HAWK COUNTY-EOE/AA**  
Job Description  
**HUMAN RESOURCES SPECIALIST**  
**Recruitment and Compensation**

**Position No:** 07-13-260-01  
**Job Title:** Human Resources Specialist - Recruitment and Compensation  
**Department:** Human Resources  
**Salary Level:** 265/GS-15  
**FLSA Status:** Exempt

**BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under general supervision of the Director of Human Resources, provides professional work performing human resource functions in areas such as recruitment and selection, compensation, benefits administration, employee relations, research and analysis or other human resources program areas in accordance with county policies and applicable state and federal laws; assists with projects to carry out the overall mission of the Human Resources Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Responsible for planning and coordinating recruitment, selection and onboarding processes to assist hiring managers.
- Operates and monitors online applicant tracking program to prepare requisitions, post jobs internally and externally, assist candidates, respond to inquiries, train new departmental users, manage applicant information, update data and maintain recruitment records.
- Assists in activities related to County employment including preparing advertisements, developing and evaluating valid employment selection tools, assisting in interviews, scheduling pre-employment tests and conducting background checks; works closely with hiring managers to review and evaluate applicants considered for position openings while ensuring a high quality workforce and equal employment opportunity.
- Prepares, revises and maintains accurate job descriptions of County positions; performs job audits to appropriately document essential tasks and functions, reporting relationships, minimum qualifications, skills and abilities, physical/mental requirements and work environment of County positions.
- Conducts classification studies using the factor point evaluation, determines exempt/non-exempt status, develops wage and salary surveys, analyzes data and makes recommendations to the Director.
- Responsible for maintaining HRIS of personnel record changes; inputs data into payroll software system for new hires, annual performance reviews, wage steps, across-the-board adjustments and other personnel changes; ensures accurate and timely submittal of information for payroll.
- Provides guidance, consultation, and training to managers, supervisors, and employees regarding applicable state and federal laws and administrative policies and procedures.
- Prepares reports for annual compliance with AA program and EEOC policy; generates numerous other reports for departments, Union Business Representatives, payroll, PERB; gathers wage and benefits information to assist in county contract negotiations
- Develops and maintains written documentation regarding procedures and guidelines for operating systems and file maintenance processing; updates departmental forms and distributes as required; monitors and updates human resources web page; assists with documentation detailing Standard Operating Procedures for the Department.
- Conducts new hire orientation, exit interviews and other training as requested by the Director; attends training to stay current on human resources related topics, issues, legislative updates, and laws.
- Creates and maintains all personnel and I-9 files in accordance with applicable legal requirements.
- Serves as the primary first line public contact team member for the Department; responds to visitor inquiries, employee complaints, and explains personnel policies and procedures; conducts research into personnel related issues, prepares reports, and makes policy recommendations.
- Actively engages in continual process improvement and recommends departmental and policy changes to the Director.
- Other duties as assigned.

**SUPERVISION RECEIVED:**

- Administrative and functional supervision is received from the Human Resources Director.

**SUPERVISION EXERCISED:**

- No functional and administrative supervision is exercised.

**QUALIFICATIONS:**

- Bachelor's degree in human resources management, public or business administration or related field and at least one (1) year of related work experience; OR an associate degree in human resources, business or related field and at least three (3) years of relevant work experience; OR any equivalent combination of training, education and experience that provides the required knowledge, skills and abilities.
- Must have a valid Iowa Driver's License and be insurable under county guidelines, or must have ability to procure transportation to off-site meetings and trainings
- PHR or SHRM-CP certification preferred.
- Previous related experience in a union environment preferred.
- Previous related experience in a local government setting preferred.
- Knowledge of various employment laws and practices related to human resources.
- Excellent verbal and written communication skills, including the ability to read and comprehend information and the ability to tactfully explain information to employees.
- Must also be able to communicate and present information to groups of people.
- Ability to establish and maintain good working relationships with county employees of all levels, outside agencies, and the general public in a personable and professional manner in all forms of communication.
- Skills in database management and record keeping.
- Ability to exhibit a high level of confidentiality.
- Excellent organizational skills.
- Ability to identify and resolve problems in a timely manner.
- Ability to prioritize duties to meet required timelines.
- Ability to gather and analyze information skillfully and determine whether events or processes comply with laws, regulations or county policies.

**Work Environment and Physical Demands:**

The work environment and physical demand 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. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements

- This position is sedentary involving sitting most of the time and not exposed to adverse environmental conditions.
- Work is typically performed in an office setting.
- Walking/Standing is required occasionally.
- The position requires talking, being able to express or exchange ideas by means of spoken word.
- The position also requires hearing and receiving detailed information through oral communication.
- Finger dexterity is required in order to type.
- The position requires the close visual acuity to prepare and analyze data and figures, view a computer terminal and reading.

**Work Schedule:**

Core hours are generally 8:00 a.m. to 4:30 p.m. Monday through Friday.