

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Human Resources Representative	BAND/LEVEL:	Prof I
DEPARTMENT:	Human Resources	JOB NO:	3050
DIVISION:	Employee Relations & Safety	DATE:	8/28/2015
REPORTS TO:	Manager, Human Resources	FLSA STATUS:	NE
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 191

REPLACES: Human Resources Representative

DATE: 9/17/2006

JOB SUMMARY STATEMENT:

Recruits, screens, interviews, and recommends candidates for vacant exempt and non-exempt City positions. Coordinates and/or conducts pre-employment tests, extends job offer, schedules start date and conducts new hire orientation. Provides training and guidance on interviewing techniques to hiring supervisor and department personnel. Coordinates or participates in off-site recruiting efforts. Inputs new hire and salary maintenance data into the Human Resource Information System (HRIS). Keeps current regarding employment laws and regulations.

DUTIES AND RESPONSIBILITIES:

1. Recruits candidates from both internal and external sources for vacant exempt and non-exempt City positions. Prepares advertising copy for hiring supervisor's review. Recommends appropriate advertising media.
2. Interviews internal and external candidates to determine qualifications. Interviews may be conducted by phone or in person. Recommend candidates that best meet job qualifications to hiring supervisor.
3. Coordinates and/or conducts pre-employment tests (background investigations, criminal records checks, drug screens, physicals, etc.)
4. Extends job offers, schedules start date, and conducts new hire orientation. Assists the new employee with required paperwork and understanding policies.
5. Provides training and guidance on interviewing techniques to hiring supervisor and department personnel. Assists the division manager in researching, preparing, and conducting informal or formal training sessions on interviewing techniques.
6. Coordinates or participates in off-site recruiting efforts, e.g., schools, professional groups, career day events, etc.
7. Coordinates, schedules, and administers clerical skills testing. Reviews and notes skill levels and proficiency.
8. Processes *Personnel Action Requests*, inputs new hires, salary maintenance, position control, and performance review information in the Human Resources Information System (HRIS).
9. Assists with City's bilingual compensation program. Coordinates the testing, approval process, and billing payment.
10. Coordinates the Black History Month and other displays.
11. Keeps current regarding changing practices and laws in employment area by reading and reviewing publications, attending appropriate seminars and participating in local professional organizations in the field of employment and employee relations.
12. Sets-up various employee relations files, e.g., AP 105, AP 107, COP 243, ADA, etc.
13. May assist with the implementation of employee programs. Attends events, prepares materials and employee communications concerning the events. Maintains and analyzes cost records and prepares related reports as needed.
14. Participates in special projects and performs special assignments as needed.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in business or personnel management, a related field of study, or an equivalent combination of formal education and work experience.

EXPERIENCE:

Three years of related experience in a human resources environment which includes interviewing and group presentations or an equivalent level of experience.

SKILLS:

1. Good oral and written communication skills
2. Presentation skills
3. Basic Math
4. Good listening skills
5. Must have a working knowledge of windows-based word-processing and spreadsheet software applications.
6. Manual dexterity
7. Reading
8. Strong organizational and time management skills
9. Independent judgment
10. Must be flexible and adaptive to the work environment and assignments
11. Data entry

MENTAL REQUIREMENTS:

1. Ability to recognize and protect confidential information
2. Logical reasoning; sound judgement; and the ability to deal with sensitive situations in a tactful, empathetic manner
3. Ability to learn and understand PC software applications
4. Ability to organize file and effectively retrieve data
5. Ability to work in a hectic environment with many interruptions
6. Ability to meet specific deadlines
7. Concentration
8. Alpha and numeric recognition
9. Ability to read and comprehend City, state and federal policies and regulations

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Hand and eye coordination adequate to input computer, operate typewriter, adding machine, copier and fax machine
3. Visual stamina and acuity adequate to review alpha/numeric data and to spend long periods looking at computer screen
4. Ability to sit and be attentive for extended periods of time
5. Ability to make group presentations
6. Ability to lift 20 pounds and transport 10 feet

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.