

**CITY OF RIALTO**

Approved by City Council:  
FLSA Exemption Status: Non-Exempt  
No

Group: Rialto City Employees' Association  
DOT Participant:

---

## **HUMAN RESOURCES/RISK MANAGEMENT SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a wide variety of responsible technical and administrative duties in support of City human resources and risk management programs; to maintain a variety of files and employee records; to prepare various correspondence and memoranda; and to perform a variety of duties relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives lead direction from the Senior Human Resources Analyst, Human Resources Risk Manager and/or Director of Human Resources and Risk Management.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry professional level class within the Human Resources series. Employees within this class learn to perform the full range of duties, initially in one functional area, and expanding into other functions as experience is gained and skills mastered; such additional assignments are made by management consistent with department workload, structure, and availability. Positions at this level receive initial instruction, and occasional assistance as new or unusual situations arise. Work is routine, transactional, and performed within prescribed standards, policies and procedures. This class is distinguished from the Human Resources/Risk Management Analyst by the difficulty and complexity of work assignments assigned to the higher level where incumbents perform as full "generalists" with expertise in multiple functional areas of Human Resources. Positions assigned to the Analyst level are further distinguished by the responsibility for performing work involving research, analysis, policy development, and preparation of sound recommendations.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Perform technical duties in support of recruitment and selection; classification and compensation; employee benefits; organizational development and training; and risk management.
2. Prepare a variety of administrative forms and notices including employment verification forms, personnel action forms, job offer letters, new hire forms, and related documents.
3. Participate in recruitment and selection activities; attend job fairs; conduct recruitment planning with hiring manager; prepare job announcements with appropriate information; prepare and place advertisements; screen applications to ensure minimum qualifications are met; assist in preparing and administering written, oral, and performance exams; schedule interviews and testing; conduct reference and background checks; inform candidates of hiring status.

**CITY OF RIALTO**  
**Human Resources/Risk Management Specialist (*Continued*)**

---

4. Conduct and/or facilitate job offers and the on-boarding of new employees ensuring completion of all forms and steps per the prescribed checklists and internal procedure; provide new employees with hiring and benefits enrollment information; process appropriate forms and coordinate activities with payroll and related departments.
5. Maintain a variety of employee, personnel and benefits files, updating as required; process employee separations ensuring completion of all forms and steps per the prescribed checklists and internal procedure.
6. Provide City human resources related policies and procedures to new hires; distributes City personnel literature and manuals; provide direction on how to complete various forms including health insurance information.
7. Provide assistance and excellent customer service to City employees and the general public via the telephone and walk-in visits; explain City policies and procedures.
8. Assist in the administration of the City's employee benefits program; counsel and assist employees; troubleshoot employee issues and problems.
9. Audit and reconcile benefits in accordance with the City's plans and negotiated provisions contained with memorandums of understanding.
10. Reconcile benefit invoices from providers and vendors and processes payments.
11. Determine benefit deduction amounts for employees based upon enrollment, plan selections, and established rate sheets for payroll purposes.
12. Assist in providing information to employees regarding voluntary benefit plans; process enrollments and benefit deduction amounts.
13. Assist in the administration of the City's deferred compensation program; answer routine questions from employees; and process enrollments and changes.
14. Participate in the planning of employee benefits fairs, job fairs, employee recognition, and other events.
15. Maintain financial accounts by processing department purchase requisitions and invoices.
16. Participate in special projects and training as assigned.
17. Conduct routine position classification studies; prepare and revise classification specifications.
18. Conduct routine salary and benefit surveys.
19. Coordinate with departments and third party administrator to expedite workers' compensation claims processing; monitors employee status and provides updates to departments.
20. Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.

**CITY OF RIALTO**  
**Human Resources/Risk Management Specialist (Continued)**

---

21. Attend and participate in professional group meetings; maintain awareness of new trends and developments in public sector human resources; incorporate new developments as appropriate into programs.
22. Perform related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a human resources department.
- Basic principles and practices of human resources programs including recruitment and selection; classification and compensation; employee benefits; organizational development and training; and risk management.
- Methods and techniques of preparing job announcements and administering written, oral, and performance examinations.
- Methods and techniques of conducting on-boarding of new employees and employee orientation programs.
- Policies and procedures governing the retention and release of confidential information.
- Principles of business letter writing and basic report preparation.
- Personnel policies and procedures in assigned program area.
- Principles and procedures of record keeping.
- Mathematical principles.
- Modern office procedures, methods and equipment, including computers and supporting word processing and spreadsheet applications.
- English usage, spelling, grammar and punctuation.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Perform technical duties in support of human resources programs including recruitment and selection; classification and compensation; employee benefits; organizational development and training; and risk management.
- Understand, interpret and communicate human resources policies and procedures.
- Maintain detailed and complete records and files.
- Respond to employee inquiries, complaints, concerns and needs and provide excellent customer service.
- Understand and follow oral and written instructions.
- Maintain confidentiality of work.
- Operate a variety of modern office equipment including computer equipment and supporting word processing and spreadsheet applications at an intermediate level of proficiency.
- Communicate clearly and concisely, both orally and in writing.
- Keyboard at a speed necessary for successful job performance.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two (2) years of human resources program administrative and technical support.

**Training:**

Equivalent to an Associate's Degree from an accredited college or university with major coursework in Human Resources, Public Administration, Business Administration, Organizational/Industrial Psychology, or a related field.

**Licenses and Certifications**

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

**WORKING CONDITIONS**

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environmental Conditions:**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Incumbents will be exposed to outdoor environmental elements on a limited basis.

**Physical Demands:**

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; to operate a motor vehicle; to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Must be able to sit for prolonged periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Mental Demands:**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new

**CITY OF RIALTO**  
**Human Resources/Risk Management Specialist (*Continued*)**

---

information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

Revised 2/5/2020