



HUMAN RESOURCES SPECIALIST

JC: 000375

PB: 036

BU: 91 (NR)

FLSA: Non-Exempt

*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

Under close supervision, assists in the entry and maintenance of core human resources data; processes a variety of human resources transactions; assists customers with general human resources matters; provides general administrative support to Human Resources Analysts; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the journey level paraprofessional classification in the Human Resources Specialist series which serves as a bridge between the clerical support classifications and the professional classification series in human resources. While the primary work is administrative/clerical in nature, positions in this classification require administrative expertise and may be required to apply knowledge of District policies, procedures, systems, principles, and practices to carry out its responsibilities. This classification is distinguished from the Senior Human Resources Specialist classification in that the latter is the advanced journey level paraprofessional classification with duties that are primarily paraprofessional in nature and may be delegated routine professional level responsibilities.

REPORTS TO

A Human Resources Division Manager or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Provides administrative support and completes technical tasks for a division within the Human Resources Department.
2. Maintains position data, including processing department, location, and reporting changes; creates and abolishes positions; processes position reclassifications.
3. Processes new hires, transfers, promotions, leaves of absence, returns to work, terminations, and retirements within the HR system.
4. Assists recruiters within BART's recruitment and selection process, which includes job posting, oral interview, and written examination proctoring.
5. Coordinates pre-employment screening and on-boarding process, including scheduling screening appointments, background checks and arranging new hire orientation.

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6. Performs administrative and/or technical functions related to benefits-related information for new hires, terminations, transfers, part-time to full-time and retirees, and administers the COBRA process and the District's retirement benefit program.
7. Prepares new hire benefit packages, conducts new hire orientation and intake of on-boarding documents; processes appropriate paperwork/forms related to services.
8. Coordinates and facilitates educational classes, workshops, and development activities; prepares handouts and materials for attendees; sets up the training rooms for PowerPoint presentations; creates and maintains classes in Pathlore system; enrolls participants and sends class updates to our presenters.
9. Advertises quarterly and monthly flyers for all District-Wide classes, including sending out mailers to all BART employees.
10. Receives, logs and processes all leave requests including Workers Compensation, Family Medical Leave, Short/Long-Term disability, and other disability related claims and requests; follows up on missing or incomplete documentation; and sends correspondence related to requests and approval determinations to employees.
11. Reviews and modifies timesheets for employees who are on disability related leaves and coordinates changes with the Time Accounting and Administration Department (TAAD) and Payroll Department as needed.
12. Assists staff in a variety of paraprofessional and administrative duties.
13. Serves as frontline contact for assigned functional area.
14. Confers with user departments for request or provision of services.
15. Processes appropriate paperwork/forms related to services.
16. Organizes and maintains various files, types correspondence, reports and forms from drafts, notes or briefs.
17. Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
18. Inputs information into an on-line computer system; operates standard office equipment.

QUALIFICATIONS

Knowledge of:

- Policies, procedures, and practices of public sector human resources programs
- District's current Oracle PeopleSoft HRIS system

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- Union contracts and labor practices in a unionized environment
- Laws and regulations regarding new hire documents and processes
- Principles and practices of customer service
- Principles and practices of administrative/clerical support for the day-to-day operations of a function or department
- Office management practices and procedures including the operation of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation
- Basic business data processing principles and the use of on-line computer programs

Skill/ Ability in:

- Preparing clear and concise written reports and correspondence. Researching and summarizing various materials
- Entering and maintaining accurate data
- Maintaining attention to detail and adherence to technical requirements
- Reading and interpreting rules, policies, and procedures
- Composing routine correspondence from brief instructions
- Using initiative and sound independent judgment within established guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Operating standard office equipment including a word processor and an on-line computer system
- Making accurate mathematical calculations
- Organizing and communicating
- Maintaining accurate records and files
- Maintaining confidentiality and managing confidential information
- Solving problems and making decisions
- Processing requests
- Running Queries for reports
- Setting up audio visual equipment

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

The equivalent of four (4) years of verifiable professional experience in administration or office assistance experience which will have provided the required knowledge and skills listed above.

WORKING CONDITIONS

Environment Conditions:

Office environment and exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

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BART EEO-1 Job Group: 6000 – Clerical
Census Code: 5940 – Miscellaneous Office/Administrative Support Worker
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : May 2023

Revised:

Updated :