

**HOUSING AUTHORITY**  
of the  
**COUNTY OF CONTRA COSTA**

Approved: 00/00  
HACCC.M00

Reviewed: 00/00/00  
Revised: 00/00/00

**HUMAN RESOURCES SPECIALIST**  
(FLSA Exempt)

**DEFINITION/PURPOSE:**

Perform a wide variety of paraprofessional, technical, and administrative duties in support of Human Resources Department programs and activities, primarily in the areas of recruitment, selection, onboarding, benefits, training, payroll, and separation.

**DISTINGUISHING CHARACTERISTICS:**

This paraprofessional classification is responsible for performing a variety of technical human resources assignments that focus on the administrative lifecycle of Authority employees. The incumbent must maintain strict confidentiality of organizational, employee, and labor relations information, correspondence, materials, and documents. This classification is distinguished from clerical classifications in that the latter perform clerical, receptionist, and/or other administrative support duties, whereas this classification performs higher-level paraprofessional duties that require a significant depth of knowledge concerning human resources activities.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the general supervision of the Director of Human Resources.

Incumbents may provide lead direction to clerical employees.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Perform a variety of technical and administrative tasks to support human resources programs and functions.
- Coordinate recruitment and selection processes: post job opportunities online; screen applications and resumes for minimum qualifications; establish candidate lists, schedule, and prepare documents for employment testing and interviews; serve as proctor for employment tests and moderator for interviews; send regret notices to applicants and candidates; prepare offer letters.
- Coordinate the onboarding process: schedule and/or coordinate pre-employment physical, Livescan fingerprinting, and DMV Pull Notice Program; request information

technology equipment and setup; prepare employee identification; conduct new employee orientation.

- Prepare and maintain employee files, including payroll and benefit changes and tracking employment and leave history.
- Prepare bi-weekly payroll memorandum with payroll changes in consultation with the Director of Human Resources and Financial Analyst; prepare Personnel Action Forms.
- Coordinate the employee benefit process: enter new hire, qualifying event, and open enrollment changes; terminate enrollment; prepare retirement separation and COBRA forms.
- Coordinate employee evaluation and training: track performance reviews and send reminders to department directors; track years of service and prepare recognition awards; register new hires for mandated training; enroll and coordinate ongoing training offered to staff; track staff training in coordination with department directors.
- Coordinate the employee separation process: collect information technology equipment and Authority-issued badges and keys; notify Information Technology Department to terminate accounts; conduct exit interviews.
- Collect and compile data, conduct preliminary analyses, and prepare reports.
- Maintain strict confidentiality of organizational, employee, and labor relations information, correspondence, materials, and documents.

#### **OTHER JOB FUNCTIONS:**

- Perform related duties as assigned.

#### **REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

##### **Knowledge of:**

- Principles and practices of human resources and/or benefits administration.
- Federal, state, and local legislation involving human resources functions.
- Proper business English, including the meaning of words, rules of composition, and grammar.
- Modern office practices and procedures, including filing and the operations of standard office equipment and computer hardware and software.
- Techniques and practices of research methodology, data collection, and preliminary analysis.

##### **Ability to:**

- Interpret and explain human resources policies, procedures, laws, standards, and regulations.
- Collect and compile qualitative and quantitative data.
- Use and understand common database, spreadsheet, and word processing applications.

- Learn specialized computer applications.
- Apply basic mathematical and statistical calculations.
- Schedule and coordinate work to meet constant or changing deadlines.
- Identify problems, evaluate possible solutions, and recommend new processes.
- Establish and maintain effective working relationships with internal and external customers and clients.
- Communicate clearly and effectively, both orally and in writing.
- Tactfully interact with the public and representatives of outside agencies.

**Licenses and Certificates:**

Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance provider.

**Physical Abilities and Work Environment:**

Must have the ability to drive an automobile, sit for lengthy periods of time in a standard indoor office environment, and lift up to 25 pounds. Operate keyboard equipment continuously or intermittently.

**Other:**

- Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
- Will be required to take a post-offer, pre-employment physical examination.
- Livescan fingerprinting.
- Be bondable.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two (2) years of full-time experience providing varied administrative support in a human resources department.

**Education:**

Possession of an associate degree from an accredited college or university in human resources administration, business or public administration, psychology, or a closely related field. Extra education, training, and certificates in related fields may be considered.