

## HUMAN RESOURCES SPECIALIST

*Class specifications are intended to present a description 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 plan, organize, guide and review the activities and operations of the Agency's resources including human resources, Information Technology (I.T.), contracting and compliance, risk management and safety operations and to coordinate assigned activities with other Authority departments and outside agencies; and to provide administrative support to the Finance Director, Chief Executive Officer (CEO), or similar positions.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Finance Director, CEO, or similar positions.

### **ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Oversees and performs functions associated with human resources, I.T. resources, contracting and compliance, risk management, safety, ADA compliance and emergency operations.
2. Participates in the development of the Agency staffing plans as a strategic partner, aligns the plans with the Agency's goals and objectives, provides direction and guidance during changes in organizational processes, operations, and culture.
3. Plans, organizes, and oversees the functions of human resources and provides routine reports to the Finance Director, CEO or similar positions, regarding the performance of human resources.
4. Coordinates disciplinary and other human resource-related processes and functions with agency-contracted human resource consultant.
5. Leads the employee relations function by developing and implementing policies and programs designed to promote and maintain a high level of employee morale and commitment to the organization, coach management level personnel through employee issues and complaints; provides leadership in conducting necessary personnel investigations.

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6. Oversees the benefits program for all employees and ensures that program design, vendor selection and program administration reflect the organization's targeted competitive position and financial objectives.
7. Performs ongoing evaluation of a total compensation program for all employees and ensures that program components reflect the organization's targeted competitive position. This includes oversight of the organization's job descriptions; organizational charts, job evaluation processes, salary structures, merit and other pay increases; compensation surveys; incentive plans; and other recognition programs.
8. Plans and manages the organization's workforce development program by establishing effective performance management systems, success planning and employee training to ensure the skills, knowledge, abilities and performance of the workforce meet current and future organizational needs. Creates a constructive and effective link between performance and relevant rewards.
9. Responsible for recruitment, placement and training programs and assessing the internal workforce to ensure that the organization has the requisite level of skilled and experienced employees to meet current and projected staffing needs.
10. Responsible for the administration of department records by reviewing/auditing personnel files, contract and insurance files and documenting critical events to ensure accurate records are kept in compliance with all federal, state and local laws.
11. Manages the organization's safety programs and practices to promote a safe workplace and ensure state and federal regulatory compliance.
12. Provides technical office support and assistance within the organization including copiers, telecommunications, data software and hardware systems.
13. Works with contracted I.T. services and software providers to set up new employee technology needs, and to resolve existing employee issues.
14. Maintains inventory of issued equipment as directed.
15. Assists in the maintenance of the Agency's website, continued improvement, and oversight of posted content.
16. Remains updated on technical knowledge of agency database software systems through available training and educational opportunities developing expertise in customized reporting.
17. Implements the organization's Language Assistance Plan, 504 Plan and other relevant requirements and programs to ensure state, federal and local compliance.

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18. Provides direction on all human resource-related legal and regulatory reporting, such as affirmative action and Section 3 reports, to ensure the Agency's compliance with all federal, state and local laws.
19. Maintains contract files in accessible location including insurance requirements for management team.
20. Provides administrative assistance to the Finance Director, CEO or similar positions
21. In accordance with Government Code 3100, performs the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing CEO, Yolo County Office of Emergency Services (OES) and/or the State of California Department of Healthcare Services.
22. Performs all duties in a safe and conscientious manner following the Yolo County Housing (YCH) Injury Illness and Prevention (IIPP) Guidelines, reporting all injuries within 24 hours to a supervisor or member of the management team; reporting any safety concerns to a supervisor, member of the management team, or member of the YCH safety committee.
23. Abides by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Reports any observed or reported health, safety, and risk concerns to a supervisor, a member of the management team, or member of the YCH risk control committee.
24. Performs related duties and responsibilities as required and/or assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics in the areas of human resources, contracting compliance, risk management, insurance, I.T., and other related services in a public sector organization.
- Principles and practices of public sector resource management and contracting.
- Principles and practices of public sector organization and administration.
- Principles and practices of budget preparation and administration.
- Pertinent federal, state and local codes, laws, and regulations as relevant to specific duties and role.

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### **Ability to:**

- Perform responsible administrative analysis with accuracy.
- Plan, organize, and manage assigned functional areas (human resources, I.T., contract compliance, etc.)
- Provide administrative support in the development of agency goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Interpret and apply agency policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective 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 knowledge and abilities would be:*

#### **Experience:**

Three years of increasingly responsible experience in human resources and/or risk management, including two years of administrative responsibility and at least one year of public housing authority, local government, non-profit or related experience.

#### **Training:**

Bachelor's degree from an accredited college or university with major course work in human resources, business administration or a related field, or

Additional professional level experience in any of the functional areas noted above may be substituted for required education on a year-for-year basis.

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**Physical Demands:**

Essential functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time in an office environment. Have hand strength and the manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 10 pounds. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis.

**Special Requirements:**

- Current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company and insurable by YCH insurance carriers is preferred.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

*Yolo County Housing is an equal opportunity employer.*

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