

**CITY OF SOLANA BEACH**  
**CONFIDENTIAL HUMAN RESOURCES**  
**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**

Under general direction, performs a variety of responsible human resources duties including recruitments, employee benefits administration, general personnel administration, workers' compensation monitoring, and performs related duties as assigned.

**CLASS CHARACTERISTICS**

This is a single incumbent position serving in the Human Resources Department and reporting to the Sr. Management Analyst / Assistant to the City Manager. The Confidential Human Resource Specialist is responsible for the administration and coordination of human resource functions including but not limited to, recruitment, employee training and development, employee relations, employee benefits, organizational planning, and may assist the City's Management Team in labor relations, and other duties as assigned. The Confidential Human Resource Specialist is a classified, non-FLSA exempt position.

**ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Assist in the administration of the City's human resources functions including recruitment and selection and conducting salary and benefit studies.
2. Assume administrative responsibilities in a variety of employment programs, such as new employee orientation, temporary agency placement, training and employee development activities.
3. Plan and participate in the recruitment and selection of job applicants; prepare and coordinate advertising material; schedule, proctor and score employment tests; coordinate testing with departments involved for assigned positions.
4. Prepare and advertise job announcements in professional publications, newspapers, job circulars and other listings; distribute job announcements; communicate job openings to all departments; respond to requests for information regarding job openings, policies and procedures, benefits and other relative information.

5. Conduct and respond to salary, benefit and classification surveys; compute and compile survey data and results; recommend modifications to administrative programs, policies and procedures as appropriate.
6. Provide information and general assistance to City staff and the public regarding human resources policies and procedures; answer questions and provide information regarding personnel actions, employee records, benefits and other related matters.
7. Set-up and maintain confidential personnel records for City employees including documentation of appointments, transfers, salary, vacation and sick leave; maintain a variety of files, including current classification specifications.
8. Assist in the development and implementation of systems and procedures pertaining to human resource functions and operations.
9. Coordinate various benefit administration functions relating to group health insurance, PERS, social security, disability, workers' compensation, special leave requests, FMLA requests and cafeteria plans.
10. Interpret cafeteria and insurance plan regulations and practices for employees; update and revise cafeteria benefit plan summary information, packets and enrollment forms to reflect all insurance plans, costs and changes.
11. Coordinate open enrollment procedures; distribute preliminary worksheets to each employee; prepare and distribute informational bulletins to inform employees of open enrollment period, insurance plan features, cost changes and deadlines; receive and audit all employee benefit choices and dependent coverage levels; create and maintain updated records of requested employee benefit changes.
12. Organize employee benefit/health fairs; schedule date of fair and obtain facilities; request insurance and benefits representative to provide information to employees.
13. Audit and update changes in insurance premiums; audit billing statements for enrollment and dependent coverage accuracy; verify addition or deletion of employees; make necessary corrections; submit appropriate premium payments within established deadlines.
14. Verify and process health care and dependent care reimbursement requests according to established IRS guidelines; distribute reimbursement denials as appropriate.
15. Identify and communicate with employees who activate COBRA; verify eligibility for COBRA benefits; send quarterly COBRA billing; ensure program compliance with COBRA regulations.
16. Provide retiring employees with benefit change information, documents and alternatives to assist in their retirement option decisions; provide information regarding PERS, COBRA, cafeteria benefit plans, social security regulations and various other retirement programs; schedule and conduct benefits exit process with employees; assist in completing applications for retirement benefits.

17. Respond to inquiries regarding employee special leave regulations; interpret civil service rules and provide information on procedures to follow; route special leave requests to appropriate management staff and civil service commission for approval.
18. Respond to employees activating short or long term disability, life insurance or FMLA benefits; verify eligibility and interpret applicable regulations; complete appropriate paperwork and forward to treating physician; provide other appropriate forms if employee is not eligible for benefits.
19. Work with third party vendor to Interpret workers' compensation regulations for City employees; process employee wage statements for benefit calculation; provide information to medical providers as needed; follow up to ensure injured worker continues medical treatment until released.
20. Perform related duties and responsibilities as required.

**QUALIFICATIONS GUIDELINES**

Education, Experience and Training

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

- ❖ A Bachelor's degree from an accredited college or university in a related field is preferred and may substitute for one (1) year of experience.

Experience:

- ❖ At least two years of increasingly responsible human resources administration experience including experience in recruitment activities and/or benefits administration.

Knowledge and Abilities

Knowledge of:

- ❖ Technical principles and practices of human resources management including recruitment, classification and compensation.
- ❖ Basic principles and practices of wage and salary benefit administration.
- ❖ Basic methods and techniques of job analysis including classification and compensation.
- ❖ Principles and practices of benefits administration.
- ❖ Basic principles and practices of human resources management.
- ❖ Various types of insurance and retirement plans and their regulations and applications.
- ❖ Basic mathematical principles.
- ❖ Principles of business letter writing and basic report preparation.
- ❖ Principles and procedures of record keeping.
- ❖ English usage, spelling, grammar and punctuation.
- ❖ Modern office procedures, methods and equipment, including computers.
- ❖ Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- ❖ Administer, monitor and handle recruitment in assigned area of responsibility.
- ❖ Identify and respond to employee inquiries, complaints, concerns and needs.
- ❖ Provide technical human resources management services independently in the absence of supervision.
- ❖ Participate in classification, compensation and job analysis functions.
- ❖ Conduct and respond to wage and benefit studies.
- ❖ Coordinate and administer various employee benefits.
- ❖ Coordinate various open enrollment procedures and benefit fairs.
- ❖ Accurately calculate insurance premiums.
- ❖ Maintain confidentiality of work.
- ❖ Operate a variety of modern office equipment including computer equipment.
- ❖ Interpret and apply Federal, State and local policies, laws and regulations governing employment and human resources management and governing benefits administration to City employees.
- ❖ Respond to requests and inquiries from the general public.
- ❖ Communicate clearly and concisely, both orally and in writing.
- ❖ Understand and carry out oral and written instructions.
- ❖ Establish and maintain effective relationships with those contacted in the course of work.

Special Requirements

- ◆ Possession of a valid Class "C" California driver's license with a satisfactory driving record.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from City employees, decision making under stressful conditions, and executing assignments within established deadlines.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, and sit, stand, walk for prolonged periods of time.
- ◆ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.

- ◆ Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments.
  
- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: October 12, 2005

[City of Solana Beach](#)

[Associated Benefits](#)

[General \(MISC\) Unit MOU](#)