

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description but reasonably considered to be incidental in performing their duties as though they were written out in this job description. This role also offers opportunities for growth and development, allowing you to expand your skills and knowledge in the HR field.

## **Human Resources Specialist II**

Department: Administration  
Pay Grade: 510  
FLSA Status: Non-Exempt  
Job Code: A506

### **JOB SUMMARY**

The Human Resources Specialist II is crucial in assisting the Human Resources Division to manage and recruitment processes. This position is instrumental in providing administrative support to the Recruitment Managers as needed. Responsibilities include handling pre-employment screening, maintaining records and files, and entering data into the HRIS system.

### **ESSENTIAL JOB FUNCTIONS**

- Handles internal and external HR inquiries or requests.
- Assists with job postings, including for recreational and seasonal positions.
- Identifies candidates through the Applicant Tracking portal and performs reference checks.
- Schedules interviews and pre-employment physicals and assists in creating interview questions and guides.
- Attends entry-level interviews and makes verbal offers when necessary.
- Sends onboarding paperwork via DocuSign and provides pre-employment screening notifications.
- Processes payroll change forms for new hires, transfers, and promotions.
- Respond to employee requests and questions.
- Processes incoming and outgoing mail and manages general clerical tasks such as answering phone calls, making copies, and sending and receiving faxes.
- Maintains file systems for personnel records, organizing documentation and filing in a designated order.
- Saves new hires' completed onboarding packets in digital folders and maintains transaction logs for new hires.
- Maintains a comprehensive understanding of applicable laws and regulations.
- Runs MVRS (Motor Vehicle Reports), conducts reference and credit checks and verifies employment as needed.
- Collects I-9s, runs E-Verify, and completes the GA new hire report.
- Assists with employee relations tasks, such as processing unemployment claims and managing separation processes.

- Supports other functions as assigned, including attending job fairs and handling general or clerical tasks as needed.
- Prepares various forms, reports, correspondence, and documents such as new hire/termination reports, spreadsheets, and employment verifications as needed.
- Closes job postings, sends non-select emails, and creates and sends adverse action letters.
- Maintains confidentiality of departmental issues and documentation.
- Stays updated on industry trends, participates in professional development activities and maintains professional affiliations.
- Assists other employees or departments as needed.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a Bachelor's degree in Human Resources Management, Business Management, Business Administration, or a closely related field, supplemented by two (2) years of previous experience and/or training that includes human resources administration, benefits administration, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

Not Required.

### **Special Requirements:** NONE

### **Knowledge, Skills, and Abilities:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational skills with keen attention to detail.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with confidentiality.
- Familiarity with HRIS systems and other HR-related software preferred.
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Understand human resources management's principles, practices, and legal requirements.
- Familiar with the administration of various human resources programs.
- Knowledgeable in human resources policies and procedures.
- Able to comprehend, interpret, explain, and apply laws, regulations, policies, and procedures.
- Capable of evaluating, auditing, deducing, and assessing data using established criteria.
- Exercises discretion in determining actual or probable consequences and selecting alternatives.
- Applies principles of persuasion and influence in coordinating project or program activities.
- Proficient in operating, maneuvering, and controlling equipment, machinery, and tools used in essential functions.
- Utilizes various reference, descriptive, advisory, and design data and information.
- Proficient in addition, subtraction, multiplication, and division.
- Calculates decimals and percentages and performs mathematical operations with fractions.
- Applies principles of influence systems such as motivation, incentive, and leadership.
- Exercises independent judgment to develop approaches and techniques to resolve problems.

- Demonstrates judgment, decisiveness, and creativity in evaluating information against measurable or verifiable criteria.

### **PHYSICAL DEMANDS**

The work primarily falls within the sedentary to light category, necessitating the ability to apply light physical exertion, which may include occasional lifting, carrying, pushing, and/or pulling of objects and materials weighing 5-10 pounds. Tasks often involve extended periods spent at a keyboard or workstation. Integral to the role is the ability to perceive and differentiate between colors or shades of colors, as well as sounds and visual cues or signals. Furthermore, effective oral communication skills are sometimes required to fulfill specific tasks. Some tasks also require oral communication skills.

### **WORK ENVIRONMENT**

Regular work is conducted without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*