

CLASS TITLE: EMPLOYMENT SPECIALIST

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for technical personnel work in a central employment office; and performs other related assigned duties.

ESSENTIAL TASKS:

- Assists job applicants with questions regarding hiring/promotion process including testing procedures and online applications
- Interviews and makes recommendations related to certification of internal and external applicants for employment in accordance with the City Charter and City policies
- Assists with coordination of the entry level Fire and Police Department selection and promotion processes
- Monitors Munis for new applicants
- Coordinates the temporary employment process and acts as a resource for both department and vendor questions
- Creates, submits and attaches final documentation for personnel actions
- Acts as backup to process payroll/personnel database changes
- Monitors and maintains various employment files and reports
- Participates in recruitment efforts such as job fairs or other initiatives
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of increasingly responsible office or administrative experience including a minimum of one (1) year of experience in two of the following areas: handling confidential and/or complex information; payroll; HRIS; or working in a high-volume personnel office; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or Associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Good knowledge of the methods, practices, and techniques used in personnel administration; good knowledge of governmental organization and the wide variety of positions found in a public organization; good knowledge of applicant tracking/HRIS systems Ability to present ideas effectively verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in conducting in-depth interviews with job applicants.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and some travel to various City locations is required evaluating and/or monitoring assessments.

Class Code: 2619

EEO Code: N-02

Pay Code: AT-32

Group: Clerical and Administrative

Series: Personnel Management

Effective Date: February 19, 2020