



SENIOR HUMAN RESOURCES SPECIALIST

JC: 000361

PG: N01

BU: 91 (NR)

FLSA: Non-Exempt

*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 close supervision, performs complex technical human resources work in an assigned functional area/division within the Human Resources Department; enters and processes updates and transactions in a variety of human resources systems focused on applicant tracking, human resources management, identification badge management, and customer relationship/ticket management; provides general administrative support to professional level human resources staff; may provide training and lead direction to clerical and/or paraprofessional staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

This advanced journey level paraprofessional classification in the human resources series is responsible for performing technical human resources activities within a designated functional area of the department. This classification is distinguished from the Human Resources Specialist classification in that the latter is responsible for the performance of duties that are equally balanced between administrative/clerical and paraprofessional duties or are more administrative/clerical in nature, whereas the former is responsible for performing duties that are primarily paraprofessional in nature and is periodically assigned routine professional level duties. The Senior Human Resources Specialist classification is further distinguished from journey level Human Resources Analyst classifications in that it is responsible for performing selected duties or portions of a broader function, whereas the Human Resources Analysts are responsible for the complete function. Positions in this classification are filled by advancement from the Human Resources Specialist classification

REPORTS TO

A Human Resources Division Manager or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assists in organizing and compiling a variety of documents; conducts research, prepares reports, files and sends correspondence related to recruitment, classification & compensation, benefits, leave management, workforce development or substance abuse programs
2. Provides technical assistance to District employees in a variety of human resources processes; interprets policies and collective bargaining agreements; provides explanations to internal and external sources.

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3. Utilizes, makes updates, and processes personnel transactions within specialized software programs, including applicant tracking system, Human Resources Information System (HRIS), and other programs related to assigned responsibilities.
4. Assists in the day-to-day operations of assigned human resources division by monitoring processes, forms, paperwork, and procedures.
5. Provides excellent customer service to employees and/or the general public over the phone, in person, and via online communication regarding a variety of Human Resources programs.
6. May be assigned to perform routine professional-level duties, including developing draft job descriptions, assisting in the development of interview and test materials, and screening applications for minimum qualifications.
7. Builds and maintains positive working relationships with the public, coworkers, and other District employees using principles of exceptional customer service.
8. Researches and gathers data for development of and assistance with implementation of policies, procedures, and systems as they relate to human resources programs,
9. Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information.
10. Processes a variety of human resources transactions, including employee and position transactions.
11. May be assigned to provide training and lead direction to clerical and/or paraprofessional staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources administration
- District's human resources policies and procedures, particularly those pertaining to the area of assignment
- Methods and techniques of research and data collection
- Methods and techniques of analyzing data and statistics
- Basic principles and practices of compensation and benefits programs
- Basic principles, practices, methods and techniques of job evaluation and analysis
- Methods and techniques of basic report writing
- Current office procedures, methods and equipment including computers
- Related Federal, State, and local codes, laws, and regulations

Skill in:

- Performing assigned duties of a Human Resources Specialist in the area of assignment
- Communicating effectively orally and in writing
- Preparing clear and concise reports and documentation
- Learning to interpret and apply laws, policies, procedures, rules, and regulations
- Responding to requests and inquiries from employees and the general public

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- Identifying problems and finding solutions
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Collecting and analyzing data from surveys and assessments

MINIMUM QUALIFICATIONS:

Experience

A minimum of one (1) year of experience as a Human Resources Specialist with the San Francisco Bay Area Rapid Transit District.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computers.

Physical Conditions

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

BART EEO-1 Job Group: 6000 – Clerical
Census Code: 5940 – Miscellaneous Office/Administrative Support Worker
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : December 2022

Revised: