

## Housing Authority of City of Milwaukee

### CLASS SPECIFICATION TITLE: Senior Human Resources Specialist

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	1	Exempt	Accounting	Finance Director

**CLASS SUMMARY:**

This position is responsible for performing various human resources and administrative support tasks. Responsibilities may include processing payroll; assisting with document completion; assisting with benefit administration; and performing administrative tasks.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Ensures employee timecards are completed and approved as appropriate.
2.	Processes payroll, including: inputting changes in deductions; approving requests for direct deposits; importing employee hours; previewing payroll entries; and performing other tasks.
3.	Edits employee handbooks, benefits brochures, human resource forms, and related documents to ensure accuracy and relevance of information.
4.	Performs administrative tasks, including: processing and printing reports; downloading payroll reports; performing data entry; scanning documents; and performing related tasks.
5.	Assists in the administration of employee benefits, including: participating in the preparation and completion of open enrollment; entering new benefits in an HRMS system; and resolving employee concerns regarding insurance coverage.
6.	Assists in the completion of various projects as needed.
7.	Performs other duties of a similar nature or level.

**TRAINING AND EXPERIENCE** (positions in this class typically require):

Associates Degree; 3-5 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- None

**KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Human resources practices;
- Federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Customer services principles;
- Benefits practices;
- Payroll practices;
- Administrative support practices.

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### Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

### SKILLS (position requirements at entry):

Skill in:

- Processing payroll;
- Editing human resource documents;
- Providing customer service;
- Performing data entry;
- Handling confidential issues;
- Using computers and related software;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, and others sufficient to exchange or convey information and to receive work direction.

### PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

### NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### SIGNATURES:

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
SUPERVISOR