

## CITY OF BURBANK

### HUMAN RESOURCES SPECIALIST

#### DEFINITION

Under general direction, to perform a variety of confidential and complex Human Resources and clerical duties; to organize and lead the City's Live Scan Office; and perform related work as required.

#### ESSENTIAL FUNCTIONS

Performs various Human Resources and clerical duties of a complex nature, including typing, filing, mathematical calculations, database entry, and processing paperwork to facilitate smooth operations of programs; performs Live Scan fingerprinting services for City employees, volunteers, and the public; makes effective recommendations regarding Live Scan procedures; coordinates with supervisors regarding confidential employee and volunteer criminal history matters; maintains files on an ongoing basis for all employees and volunteers; maintains effective working relationship with the Department of Justice; markets and publicizes Live Scan services to local businesses and organizations; organizes, processes, and maintains Community Disaster Volunteer applications; initiates, composes, types, and proofreads a variety of reports, letters, memos, and charts not requiring the supervisor's personal attention; researches, compiles, and analyzes data for a variety of Human Resources projects and reports; applies and advises employees and the public on Human Resources programs and procedural inquiries; collects fees and performs basic accounting functions, including deposits and Oracle entry; coordinates and arranges meetings and interviews; operates calculator, personal computer and other office equipment; implements and recommends procedures related to assigned functions; serves as Notary Public to notarize documents for the City and the public; directs work of part-time employees; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards

- Knowledge of – modern office methods, procedures, and equipment; proper English usage, spelling, grammar, and punctuation; the principles of sound supervision; municipal organizations and their function; the functions of Human Resources systems, including the practices and procedures of City Memorandum of Understandings, Civil Service system, benefits, recruitment, training, classification, and pay plans; mathematical and budgeting processes; applicable local, state, and federal laws and regulations pertaining to the gathering and maintenance of criminal and background information; Live Scan equipment and processes; basic arithmetic and accounting methods; basic principles of record keeping; principles and practices of sound management and supervision.
- Skill in – computer operations; communicating with people of diverse ages, socio-economic, and cultural backgrounds.
- Ability to – develop, organize and maintain accurate reports and complex filing systems; understand and apply a wide variety of Human Resources requirements and policies; plan and direct the work of others; effectively supervise employees and evaluate their performance; handle confidential information with prudent discretion; plan, coordinate, and organize work to meet deadlines; operate modern office equipment including but not limited to computers and Live Scan equipment; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Completion of two years of college in general studies, one year of computerized fingerprint processing experience, and two years of increasingly responsible clerical work, including one year in a responsible supervisory or Human Resources capacity. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of one year.

**License & Certificates:** A valid California Class "C" driver's license or equivalent and a certification to Roll Fingerprints at time of appointment. Notary Public certification within three months of appointment.

#### SUPPLEMENTAL INFORMATION

None.