

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Human Resource Specialist  
**Job Code:** 8312  
**Pay Grade:** 45  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Perform paraprofessional duties providing administrative/clerical support to the Human Resources Division of Superior Court. Perform human resource assignments in areas such as benefits, employment, leaves of absence, workers compensation, record changes, and the maintenance of the Human Resources Information System.

### **ESSENTIAL FUNCTIONS:**

- Prepares personnel action forms (PAFs) from regular monthly reports or individual requests to process specific employee transactions, such as end of probation or range adjustments, and classification changes.
- Performs as the human resources representative interfacing with the public, contracted vendors, State of Arizona and Pima County staff to coordinate the administration of benefit programs, process workers compensation, and OSHA claims. Coordinates the completion of forms and maintains logs and files for OSHA and workers compensation claims.
- Responds to employee requests for assistance including, but not limited to, benefits, interpretation of policies and procedures, forms administration, employment procedures, and/or requests for personnel information in report format. Monitors employees on leaves of absence.
- Provides counsel to employees on the operation of benefit programs, on the eligibility and status of various leaves of absence, and may be required to research issues and follow-up with employees.
- Performs as administrator for the Human Resources division People-Trak software and liaison with the Information Technology and Systems division.
- Coordinates requests for temporary and spot employment, including the maintenance of coverage logs, preparation of identification cards, and reviews the accuracy of invoices.
- Processes paperwork/forms for employment candidates and current employees for activities such as employment verifications, benefits, resignations, and retirement notifications, status changes, salary adjustments and coordinates the completion of an exit checklist for terminating employees.
- Assists with the processing of employment applications into an automated applicant tracking system, and may assist applicants in completing applications and soliciting additional information where needed.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Composes letters, memorandums and other documents concerning human resources, payroll, leave of absence issues, and issues related to workers compensation and OSHA claims.
- Assists with the processing of fingerprints, identification badges, employees' records filing, and creating adhoc reports from People-Trak.
- Completes special assignments as requested, such as turnover reports, surveys, the research of new benefits or programs and/or the compilation of statistics.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of professional office practices and procedures.
- Must have knowledge of the principals and practices of human resources work and/or public administration.
- Must have knowledge of the administration of benefit programs, and/or leave of absence programs (OSHA, FMLA, Workers Compensation), and/or human resources management software.
- Must have skills in placing and tracking employees on various leaves of absence, and administering benefits to new and current employees.
- Must have skills in researching and compiling data, preparing correspondence, interpreting policies, and developing solutions to issues.
- Must have desktop computer skills in programs such as word-processing, email, and Microsoft Excel.
- Must have the ability to communicate effectively with employees, the public, vendors, and other government agencies.

**MINIMUM REQUIREMENTS:**

An Associate's degree in Business or Public Administration or related field and two years of experience providing administrative support to a human resources function; OR, four years of progressively responsible paraprofessional work experience with two years of experience in one or more areas in human resources; OR, any equivalent combination of experience, education and/or training approved by Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Manager, Human Resources. The incumbent performs duties under general supervision and has no supervision responsibilities.

# Human Resources Specialist

Date: 09/99  
Revised: 04/15/02; 04/08/11

Approvals: \_\_\_\_\_  
Manager, Human Resources Date

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Director, Human Resources Date