

**HUMAN RESOURCES SPECIALIST  
ADMINISTRATIVE SPECIALIST IV  
RANGE 32 (Non-Exempt)**

**JOB SUMMARY:** The Human Resources Specialist provides assistance with and facilitates the human resource processes for the City of Jenks. This role administers employee health and welfare plans, resolves benefits-related problems and ensures effective use of plans and positive employee relations. The Human Resource Specialists provides administrative support to both the human resource and payroll functions as needed, including record-keeping, file maintenance and HRIS entry. This is a full-time position working Monday through Friday, 8:00am to 5:00pm. The duties will be performed at City Hall. This position reports to the Assistant City Manager.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Administers health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Coordinates and communicates with third-party benefit service providers concerning routine administration of programs.
- Ensures compliance with FMLA guidelines by preparing the required paperwork and handling the routine administration of the program.
- Ensures compliance with COBRA guidelines by preparing letters and other paperwork as directed; receives and records COBRA insurance premium payments.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation requests and assists with new-employee background checks.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Maintains personnel files in compliance with applicable legal requirements.
- Keeps employee records up to date by processing employee status changes in timely fashion.
- Maintains listing of approved positions along with assigned salary grade levels.
- Processes personnel action forms and ensures proper approvals; disseminates approved forms.
- Maintains budget spreadsheet that includes salaries, payroll taxes and fringe allowances.
- Prepares new-hire paperwork.
- Assists in hiring process by coordinating job posting on the website, reviewing resumes, and performing telephone interviews and reference checks.
- Maintains the employee handbook with updated resolutions and other pertinent information, as needed.

**ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- Possesses excellent verbal and written communication skills which demonstrate professionalism and customer service.
- Extremely organized with strong multi-tasking and time-management skills.
- Must handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to occasionally work non-standard days/hours, as needed.
- Demonstrate professionalism at all times.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Files documents into appropriate employee files.

- Assists or prepares correspondence as requested.
- Prepares new-employee files.
- Processes mail.
- Participates as needed in special department projects.
- Proficiency in Microsoft Office.
- Performs other related duties as requested.

**MINIMUM AND PREFERRED REQUIREMENTS:**

- Bachelor's degree in human resources or related field and/or equivalent experience.
- SHRM Certified Professional credential, preferred.
- Experience with Paycom software, preferred.
- Demonstrated administrative experience with increased responsibilities preferred.
- Must be computer savvy and proficient in Microsoft Excel and Outlook
- Excellent written and verbal communication skills

**WORKING ENVIRONMENT**

The duties of the Office Manager will be generally performed in a climate-controlled office environment.