



PARISH OF CADDO
 Department of Finance
 Human Resources Division
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 07/17/2006,01/01/07*

JOB TITLE: HR Specialist

DEPARTMENT: Finance/Human Resources

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE \$11.66 - \$17.53 / hour

GRADE: 13

Provides support in functional areas of the Human Resources Division, which may include recruitment and selection, personnel records, employee relations, compensation and benefits administration, and training.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Coordinates the Recruitment and Selection function to include job postings, applicant tracking, applicant screening, pre-employment processing and job fairs.
- Provides support to Finance and Human Resources staff, assists with special projects, and performs routine functions to include HRIS Maintenance, Recruitment and Selection and Special Events.
- Serves as frontline receptionist for the Human Resources Division. Professionally manages multiple incoming telephone lines; expertly deals with citizens and employees.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required. Education achievement to be an important consideration as well as years of experience in Human Resources or Personnel.
- Ability to function at an advanced level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications).
- Excellent interpersonal, organizational, grammar and math skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.