



YUMA COUNTY

RECRUITMENT ANNOUNCEMENT

Position: Law Enforcement Human Resources Specialist
Department: Sheriff's Office
Classification: Non-Exempt, Eligible for overtime compensation
Salary: \$22.33 - \$27.92 / hr. D.O.Q.
Grade: 9
Close Date: Open until filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

NATURE OF WORK: Under general supervision, performs administrative support work of moderate difficulty in the testing, background investigations, hiring, recordkeeping, and file maintenance within the Human Resources Department of the Sheriff's Office. This position has department specific responsibility.

EXPERIENCE & EDUCATION: Associates Degree in Human Resources Administration, Public Administration, or related field; and two (2) years of human resources experience; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: May be required to successfully complete a background check, polygraph and drug test prior to appointment. Must complete Criminal Justice Practitioner training within three (3) months of employment.

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

****NOTE****

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

Apply:

Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364

Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090

Website: www.yumacountyaz.gov

See Reverse Side For More Information

Law Enforcement Human Resources Specialist

EXAMPLES OF WORK: (*Illustrative Only*) Completes confidential background investigations related to applicants being considered for employment; prepares, provides, and rescinds conditional offers of employment to applicants; conducts personal and phone interviews with the candidate, references, and employers; schedules and coordinates polygraph testing and medical examination/urinalysis; fingerprints applicants and submits to the Arizona Department of Public Safety for analysis; administers written portion of psychological examination to sworn applicants; schedules tours of the facilities; requests records checks and assesses information received for inconsistencies related to background information provided; reviews National Crime Information Center (NCIC) and Arizona Criminal Justice Information System (ACJIS) data; prepares comprehensive background reports and presents to Command Staff for hiring decisions; prepares, completes, and submits personnel actions to County Human Resources for processing; updates new hires and personnel changes in the Law Enforcement Records Management System (LERMS) and the Sheriff's Office personnel database; ensures probation rule violation terminations are in compliance with policy and verifies supporting documentation is sufficient in order to dispute future unemployment claims; creates and maintains employee personnel and medical files; administers Family Medical Leave Act (FMLA) paperwork; coordinates the administration of the Hepatitis B vaccines to personnel; coordinates and distributes monthly Tuberculosis (TB) testing for Detention personnel; processes special accommodations to ensure compliance with Americans with Disabilities Act Amendments Act (ADAAA); tracks and logs workmen's compensation claims; requests follow up medical documentation from employees for County HR to ensure claims are being properly processed through workmen's compensation, and ensure compliance with special accommodations; verifies accuracy and completeness of performance evaluations; tracks performance evaluations across the department to ensure completion; updates evaluation databases/logs to reflect updates in salary and status; receives formal unemployment claims from County HR; gathers supporting documentation from employee's former supervisors; provides documentation to County HR in order to dispute unemployment claims; may represent the Office and participate in unemployment hearings; prepares, schedules, and conducts new hire orientation; verifies I-9 documentation and maintains I-9 file; analyzes and trains support staff; analyzes problems and situations and applies appropriate policies and procedures; may assist the Recruitment Coordinator with evaluating employment applications to determine qualifications of applicants for job classifications; may assist with scheduling and administering tests and tallying scores; reviews notes from oral board interviews to establish an eligibility list; supports Law Enforcement Human Resources Manager/Supervisor in compiling and researching data for various personnel and special projects; prepares correspondence for signature of review; prepares and researches data for surveys and questionnaires; provides personnel information to organizations for grant purposes; interprets policy and procedures; ensures compliance with Sheriff's Office policies and procedures, county rules and regulations, state and federal laws, and researches and compiles information; provides information regarding personnel rules, regulations, policies and procedures to employees, the public and others; creates, prepares or extracts reports from the computer or database; receives and completes employment verifications; ensures accuracy of information provided by supervisors on current and former employees; maintains standards of confidentiality in regards to applicant and employee information; creates ID cards for Sheriff's Office personnel, various County employees, volunteers, and Federal cross certifications; reviews and verifies cross certification applications for completeness, eligibility, and legitimacy; may assist in processing payroll by verifying data entered in County's Oracle system to timecards provided by law enforcement and civilian personnel; approves payroll; completes payroll corrections as required; may participate in oral board interviews; assists in the production of public record requests; redacts appropriate personal information; verifies completeness of record requested; develops or assists in the development of forms, handouts, policies and procedures; performs record retention activities according to County, State and Federal guidelines; regular and reliable attendance is required; performs other duties as assigned.

Law Enforcement Human Resources Specialist

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of: County policies and procedures; Sheriff's Office policies and procedures; state and federal labor laws and regulations; general office practices and procedures; business English, spelling, grammar, and punctuation; principles and practices of public sector personnel administration, confidential records management, and effective customer service practices; employee actions such as changes in employment, hiring, performance evaluations, unemployment claims, workers' compensation claims and benefit plans; recruitment methods and techniques; payroll principles, practices and reports.

Skill in: Using computer software, computer, and other office machines; analyzing problems and situations to identify appropriate solutions; planning and organizing work effectively and efficiently; researching information regarding employees and employment material; reviewing background records and identifying fraud, errors, and omissions; interacting with people of different social, economic, and ethnic backgrounds; applying interviewing techniques and employment laws; composing, editing, and proofreading a variety of correspondence, reports and forms; using discretion for imparting information.

Ability to: Apply employment laws and policies and procedures; research, synthesize data, and compose detailed reports; establish and maintain effective working relationships with supervisors, employees, other agencies and the public; follow written and verbal instructions; communicate effectively verbally and in writing; effectively manage multiple and changing priorities; exercise good judgment in safeguarding confidential or sensitive personnel information; occasionally lift and/or move up to 20 pounds; perform the essential functions of the job specifications with or without reasonable accommodation.

Work Environment/Physical Demands:

- Work is performed in general office environment; however, employees are occasionally exposed to outside weather conditions during testing.
- May work non-standard hours during an emergency.
- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, bending, crouching, and/or crawling.
- Visual and muscular dexterity to operate: computer, office equipment, and telephone.

EOE/AA/ADA/M/F/V/D
DRUG FREE WORKPLACE

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