



TOWN OF CAPITOL HEIGHTS
HUMAN RESOURCES SPECIALIST JOB ANNOUNCEMENT
1 CAPITOL HEIGHTS BLVD, CAPITOL HEIGHTS MD, 20743

Job Description

TITLE: Human resources Specialist (part time)

FLSA Status: Exempt_

Grade:

Salary range:

Plans, direct, reviews, and administers the activities and operations of the human resources for the Town of Capitol Heights, Duties include activities related to recruitment, classification, compensation, benefits, labor relations, personnel policies and procedures, employee development and training and workers compensation,

Human resources specialist Duties and Responsibilities:

- Manages and coordinates the Town of Capitol Heights, staffing and operational activities for human resources including recruitment, classification compensation, benefits, labor relations personnel policies and procedures, employee development and training and workers compensation,
- Organizes and directs activities connected with employment, recruitment, and candidate selection processes. Assures compliance with recruitment policies and procedures. Coordinates and participates in reviews of application, candidate interviews, verification of skills and abilities, and references.
- Develops training programs and conduct associated needs assessments,
- Coordinates and/or participates in various human resources activities such as development and implementation of goals, objectives, policies, and priorities for human resource programs including and maintaining of communications materials.
- Consults with management and employees to resolve sensitive and significant personnel issues such as grievances, communications difficulties, etc.
- Serves as advisor to management staff on matters such as performance management, skill development, general morale, and other employee relation matters. Evaluates human relations and work-related problems recommending the most effective solution,
- Interprets and provides information on human resources policies, rules, regulation.
- Communicates salary and benefit programs to employees. Collects, analyzes and prepares information for purposes of determining salary placement Ensures that employees get timely service on benefits matters,
- Receives file claims and lawsuits against the town, reviewing, analyzing and forwarding to the town's insurance carrier or council.
- Comminâtes, orients, and enforces personnel polices. Investigates incidents, accidents and other job-related claims, conferring with managers and employees and recommending actions.
- Process timecards and monitors usage for employees using ADP time system.
- Participates in employee relation activities including preparation for disciplinary actions for represented employees and serves as a standing member of the Town's negotiating team.
- Perform other duties as assigned that support the overall objective of the position.

Reporting Relationship

- This position reports to the Town Administrator.
- This position has supervisory and/or management responsibility for: There is potential for the supervisor of employees for certain events or activities as delegated by the Town manager.



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Knowledge, Skills, and Abilities Required to Perform Essential Functions

The successful candidate:

- Requires specialized professional knowledge of the principles, practices and procedure of classification, compensation, benefits, employment, conflict resolution and other human **resources services**
- Requires in-depth knowledge of federal and state laws governing employment and other human resources functions
- Requires special skill at a facilitating small group process, for resolving complex problems and working with diverse groups (e.g., and advisory board and administrative team.).
- Requires well-developed written language skills to prepare complex reports and to draft policies and procedures.
- Requires well-developed human relations skills to communicate technical concepts to others often in formal presentation settings, conduct training build a 11 effective team, counsel employees, carry out negotiations, and resolve confrontation

Abilities

- Requires the ability to carry out the objectives and duties of the position.
- Requires the ability to research and oversee the management and coordination of the employee benefits program for the town. Analyzes and makes recommendations regarding the design and delivery of benefits.
- Must be able to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the town
- Develop and maintains systems that provide for proper documentation, evaluation, and control of personnel records
- Requires the ability to plan, organize and prioritize complex and technical work processes in a high-volume environment in order to meet schedules and timelines
- Requires the ability to communicate technical information and to interact with administrators, governing boards, staff, and representatives of outside agencies
- Requires skill in use if basic personal computer software programs, including word processing, spreadsheet software programs, scanner and other business/ office equipment
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the town and its services.

Education:

- A bachelor's degree preferably in business, human resources management, public administration or a related field. Previous experience in human resources

Experience

- Minimum of 8 years of progressively responsible human resources management.



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Physical requirements

- Ability to conduct activities involving walking, standing and sitting
- Ability to grasp and manipulate office equipment and materials
- Ability to conduct activities involving balancing stooping, kneeling/bending, twisting, climbing and reaching on a moderate basis
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone voice and audio tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and a far and near acuity to fulfill responsibilities of the position
- Ability to use a computer for prolonged periods of time
- Ability to operate on a vehicle or use public transportation

Environmental conditions

Approximately 100% of this position's duties are performed within an indoor or protected environment

Position type/expected hours of work

This is a part time permanent position (30 hours per week). Days and hours of operation are Monday-Friday, 8:30am - 5:00pm. May be expected to work evenings and/or weekends during town sponsored events

Note: This Class description does not constitute an employment agreement between the Town of Capitol Heights.

Candidates are subject to completing a pre-employment screening and a background investigation. For more information, check out our website at www.capitolheightsmd.gov

Equal Opportunity Employer and Americans with Disabilities Act Compliance

The Town of Capitol Heights is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information.

ADA requires the Town of Capitol Heights to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Vaccination Requirement

All Town employees are required to be vaccinated for COVID-19 except for employees who request a medical or religious exemption.



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HOW TO APPLY

1. If you are submitting a physical application along with a resume and supporting documentation, please bring all required documents to Town Hall, **1 Capitol Heights Blvd, Capitol Heights MD 20743**, and leave with the receptionist. Your application will be time-stamped on the date and time received.
2. If you are applying for employment online via the town's website, [Form Center • Capitol Heights, MD • Civic Engage \(capitolheightsmd.gov\)](#), please be sure to fill in all required spaces. Once completed, you will receive an email notifying you that your application has been received.
3. If you are submitting your application and supporting documentation via email, please email all required documentation, **specified in one (1) PDF file** to the Town Administrator at townadministrator@capitolheightsmd.com. You will receive a confirmation email that your application has been received.

Required Supporting Documentation

- Cover Letter
- Resume
- Three (3) professional references (names, emails, phone numbers)

Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.