

HR Specialist

The Human Resources Specialist provides a variety of human resources services. The HR Specialist is responsible for working closely with the HR Manager to process salary administration, recruiting functions and/or benefit liaison functions. This position will be involved in benefits, employee services, employee relations, union relations, training, health promotion activities, and providing exceptional customer service. The HR Specialist will partner with the staff to ensure compliance with legal and City ordinance guidelines.

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

Bachelor's degree from an accredited institution in business or human resources required

Work Experience

Must have a minimum of 2 years previous human resource generalist work experience
Previous work experience using computers and knowledge of Microsoft Office Products required

Pay starting at \$20 per hour and \$25 for a Master of Business or related field. Applications are available at <https://www.cityofnorton.org/DocumentCenter/View/180/Employment-Application-PDF?bidId=>

Resumes and applications can be sent to Pamela Keener at pkeener@cityofnorton.org.