



City of Gulfport, Mississippi
Job Description

Personnel Specialist

(PSP)

Department: 145B – General Administration

EEO Category: Office & Clerical

Date Revised: 9/5/17

FLSA Status: Non-Exempt

Date Approved: 2 3 2012

Position Overview

Under limited supervision, the Personnel Specialist is responsible for the upkeep of the HRIS system and coordinates and executes all processes from new hire to termination. Incumbent is responsible for the processing of all new hires, transfers, personal changes, position/salary changes, and terminations while maintaining all employment and termination files. Generates various reports monthly and other required ad-hoc reports to senior management and department managers/supervisors. Responsibilities include execution of accurate and timely filing of paperwork and I-9 information. Compiles various salary surveys to other municipalities, State Personnel Board, Department of Labor, and Equal Employment Opportunity Commission. Assist employees with their pre-retirement planning and processing of pre-retirement paperwork.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Maintains departmental Human Resource Information System (HRIS) in regards to data and updates; coordinating information with New Hires, Managing Pay, Salary, Status Changes, Terminations and other data related to HRIS.
- Maintains accurate and up-to-date employment files on every city employee. Ensures that prior to filing, information is correctly entered into HRIS and conveyed to Payroll.
- Responsible for auditing all employee transactions; identifying and correcting any errors made.
- Responsible for maintenance and accuracy of updating salary summary report on a daily basis and managing the salary structure for all City Departments.
- Responsible for updating wage and salary step chart for all positions.
- Responsible for auditing the I-9's and keeping the I-9 filing system up to date.
- Responsible for assisting employee with retirement projections.
- Prepares all monthly reports, including new hire, promotion, vacancy and termination reports.
- Responsible for responding to Mississippi Department of Employment Security Benefit Payment Control audits.
- Responsible for completing various reports and surveys; salary surveys from

- other Municipalities, Equal Employment Opportunity Commission EEO-4 reporting, Department of Labor, and MS State Personnel Board.
- Responsible for reporting all new and rehires to the Mississippi State Directory of New Hires.
 - Conducts employment and salary verification for all employees.
 - Conducts exit interviews.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of the fundamentals and principals of Human Resources Procedures.
- Considerable knowledge of office procedures and standard office machines.
- Considerable knowledge of HRIS software programs and various other computer software programs.
- Ability to compile, computer, and analyze pertinent data needed for reports.
- Must have demonstrated ability to take initiative, be detail oriented and self-motivated.
- Ability to manage multiple tasks.
- Comprehensive knowledge of the City's policies, procedures and regulations.
- Ability to deal with the public tactfully and courteously.
- Possess strong customer service skills.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.
- Must be able to work independently.
- Maintain highly confidential information.

Education and Experience

Three (3) to four (4) years of Human Resources experience required in the area of Human Resources Information Technology (database administration). Some college or university credit in Human Resource courses is desirable but not required. Other combinations of experience and education that meet the minimum qualification may be substituted.

Licenses or Certificates

Must possess a valid Mississippi driver's license.

Physical Demands and Working Conditions

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.

Physical requirements include occasional lifting/carrying of 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.