

CITY OF SAVANNAH JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES SPECIALIST/EXECUTIVE ASSISTANT

DEPARTMENT: Human Resources

CLASSIFICATION: Non-Exempt/Regular Full-time Employee

REPORTS TO: City Recorder

PREPARATION DATE: November 1, 1998

REVISION DATE: September 3, 2026

DEFINITION:

The employee is under general administrative supervision of the City Recorder. The purpose of this classification is to plan, direct, and administer human resource programs for the City, to provide executive level administrative support to the City Manager, and to supervise assigned staff when assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Consults with employees and assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals and the City of Savannah Employee Handbook as appropriate.

Manages and coordinates personnel transactions, such as hires, promotions, new employee orientation, pay raises, and terminations; recruits and participates in selecting personnel; prepares, analyzes, and revises job descriptions; facilitates and participates in screenings, interviews, and background and reference checks; makes hiring and firing recommendations; and maintains related documentation.

Manages and administers employee benefits programs, including health insurance, leave policies, wellness programs, retirement programs; provides information and answers questions regarding employee benefits and related policies, laws, and procedures; conducts and processes benefits enrollment; reconciles and

submits third-party benefits billing; serves as a liaison to third party benefits providers; and processes benefits related documentation and payroll changes.

Manages worker's compensation, Title VI, and other human resource programs: ensures programs comply with applicable rules, regulations, laws, and ordinances; prepares, processes, and submits required documentation; serves as a liaison between employees and worker's compensation adjusters, case managers, and medical providers; conducts training; and completes surveys and assessments.

Provides executive level administrative support to City Manager/City Recorder: posts public meeting notices; prepares and distributes agendas; prepares and submits ordinances, resolutions, proclamations, and awards; assigns ordinance numbers; prepares correspondence on behalf of City administrators and officials; processes bank transfers; and maintains related files and records.

Performs public relations duties attends various meetings; serves on committees; makes presentations or speeches as needed; represents the city in all personnel-related matters, including mediations. Coordinates and plans city receptions including, but not limited to, employee Thanksgiving and Christmas dinners.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new products, methods, trends, and advances in human resources; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Assists with grant research and applications.

Supports employee segregation of duties by signing checks and processes online bank transfers.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, timesheets, accident reports, enrollment forms, checks, public records requests, salary schedules, personnel files, benefits files, insurance rosters, Occupational Safety and Health Administration regulatory reports, agendas, job notices, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with City Manager, City Recorder, elected and appointed officials, supervisor, subordinates, other City employees, third party service contractors, outside agencies and organizations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of modern office practices, procedures, and equipment.

Knowledge of City organizational structure.

Knowledge of organizational rules, regulations, procedures, and functions.

Knowledge of federal and state employment rules and regulations.

Ability to understand and follow oral and written instructions.

Ability to compose a variety of memoranda or letters with only general instructions.

Ability to effectively communicate with people of diverse cultural and educational backgrounds, including appointed and elected officials and employees at all levels.

Ability to establish and maintain an effective working relationship with the public and other employees.

QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Human Resource Management, Business or Public Administration or closely related field and five (5) years of experience in personnel or general management, or any equivalent combination of education and experience is desired.

Must possess a valid Tennessee driver's license.

Must be able to pass a physical and a drug screen by a licensed physician.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Savannah, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT:

This job description reflects the general duties and responsibilities of this position and is not all-inclusive. The employee may be assigned other duties that are not specifically included.

Employee Signature

Date