



CITY OF BALTIMORE

Department of Human Resources

7 E. Redwood Street, 16th Floor

Baltimore, MD 21202

(410) 396-3860 711(TTY)

www.baltimorecity.gov

**INVITES APPLICATIONS FOR THE POSITION OF:
HR Specialist**

An Equal Opportunity Employer

OPENING DATE: 12/1/23

CLOSING DATE: Posted until filled

CLASS DESCRIPTION:

THIS IS A NON-CIVIL SERVICE POSITION

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **HR Specialist**

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws ensuring access and equal opportunities for persons with disabilities and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, the Veteran's Commission, and the Women's Commission.

Position Summary:

The agency is seeking a dedicated Human Resources Practitioner to oversee the complete recruitment process, including background checks, interviews, and onboarding procedures. Responsibilities encompass managing contracts, recruitment, disciplinary measures, and terminations while prioritizing confidentiality and efficient issue resolution. This role involves interpreting regulations, conducting employee training, maintaining personnel records, advising on policies, and ensuring office maintenance. Serving as a liaison for various divisions, the role also involves providing essential support to staff and senior management. Expertise in HR policies, benefits administration, and claims management is crucial for this position.

Essential Duties and Responsibilities (not inclusive)

Human Resources Practitioner Responsibilities:

- Prepare and issue background checks & drug/alcohol tests.
- Request posting of positions, conduct candidate interviews, and handle hiring, reclassifications, transfers, discipline, and terminations.
- Investigate and resolve confidential or sensitive administrative problems and complaints; advise supervisors accordingly.
- Facilitate employees' training; guide staff in completing yearly Performance Management Plans with achievable goals.
- Prepare Performance Improvement Plans in conjunction with supervisors.
- Maintain personnel records and evaluations for all staff.
- Handle FML (Family and Medical Leave) and ADA (Americans with Disabilities Act) requests, determining eligibility and monitoring usage.
- Manage all Human Resources duties within the Workday system.
- Run daily and weekly payroll reports submitted to the City's Payroll Officer.
- Ensure accurate time entry and approval by managers; assist staff with time-related issues.
- Monitor key card issuance and electronic sign-in for accountability.
- Monitor budget with the senior team, preventing deficits at the end of each fiscal year.
- Assist in setting and monitoring performance measure goals for agency services.
- Interpret and dispense information from administrative manuals, rules & regulations, and labor commissioner directives.
- Oversee office physical maintenance and liaise with building management.
- Manage the planning and execution of the Annual Civil Rights Breakfast.
- Execute high-priority tasks for all the divisions under the office's purview.
- Provide communication support within the senior management team and the agency.
- Assist in developing administrative practices, policies, procedures, and day-to-day operations.
- Attend weekly meetings with agency supervisors and build relationships with city representatives and community partners.
- Develop and recommend human resource policies and procedures.

- Handle unemployment compensation claims, including identifying discrepancies and compiling claim data.
- Request examinations and eligibility lists from the Department of Human Resources.
- Prepare human resource forms, correspondence, and reports in accordance with administrative procedures.
- Perform other duties assigned by the Director and supervisor.

Knowledge and Skills

- Knowledge of administrative techniques, procedures and forms. Ability to plan and coordinate administrative functions.
- Ability to administer personnel activities.
- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with staff, community and business groups associates, officials and other City employees.
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects. Ability to interpret and apply a variety of laws, rules, regulations, standards and procedures.
- Ability to prepare and present reports or recommendations clearly and concisely. Ability to coordinate the activities of various organizational units.
- Ability to plan, organize and direct the work of others.
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives.

Education and Experience

- An Associates of Art degree from an accredited college or university and five-years of experience in office support planning and coordination, and five-years of experience performing executive level administrative support work including two years working in a confidential environment.
- Equivalent combination of education and experience.

Licenses, registrations and certificates

N/A

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

Financial Disclosure: Under [Sections 7-7, 7-8, and 7-9 of the Ethics Law](#) outlines the City officials and employees who are required to file. Each year, the Ethics Board, in collaboration with City agencies and the Department of Human Resources, identifies required filers based on the Ethics Law's criteria.

These positions typically include:

As a general matter, the following public servants must file financial disclosure statements:

- Officials and many non-clerical employees of City agencies and instrumentalities ([§§ 7-7 and 7-8](#));
 - *"Non-clerical" means any compensated public servant who is not employed solely in a secretarial, clerical, or custodial capacity.*
- Members of most City boards and commissions ([§§ 7-7 and 7-8](#));
- Individuals filling procurement, enforcement, and legislative liaison functions ([§ 7-9](#));
- Individuals vacating any of these positions ([§ 7-11](#)).
- Individuals filling a vacancy in any of these positions ([§ 7-12](#)).
- Candidates for qualifying elected positions ([§ 7-13](#)).
- Designees of the Mayor and of the City Council President ([§ 7-14](#)).

To Apply: (Job open until filled)

Interested candidates should submit a cover letter and resume, to Khadeja Farahmand, Chief of Staff via email to Khadeja.Farahmand@baltimorecity.gov. Please include "HR Generalist II" in the subject line.

Baltimore City is an Equal Opportunity Employer