



**CITY OF BROOKSVILLE**  
**JOB DESCRIPTION**

**POSITION TITLE: Human Resources Specialist**  
**DEPARTMENT: Human Resources**  
**DIVISION:**  
**SUPERVISED BY: Human Resources Director**

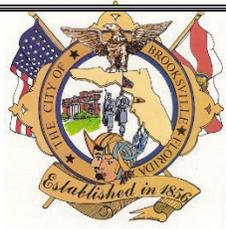
**JOB SUMMARY/OVERVIEW OF THE POSITION:** The Human Resources Specialist provides professional and administrative support in the delivery of human resources programs and services for the City of Brooksville. This position assists with employee recruitment, onboarding, benefits administration, personnel records, training, policy implementation, and compliance with employment laws and City policies. Work requires a high level of confidentiality, attention to detail, and the ability to interact effectively with employees, supervisors, and the public. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

**ESSENTIAL JOB FUNCTIONS:**

- Assist with the full-cycle recruitment process including job postings, applicant screening, scheduling interviews, and processing pre-employment requirements.
- Coordinate new employee orientation and onboarding processes; ensure completion of required documentation.
- Administer employee benefits programs including health, dental, vision, retirement, leave, and other City-sponsored programs; serve as a resource to employees regarding benefit inquiries.
- Maintain accurate and confidential personnel files and HR databases in compliance with retention and legal standards.
- Assist with payroll and timekeeping functions by ensuring accurate entry and verification of employee data.
- Provide guidance to supervisors and employees regarding City policies, procedures, and employment practices.
- Prepare HR-related reports, correspondence, and documentation for management and regulatory agencies.
- Assist in the development, coordination, and delivery of employee training programs.
- Support employee relations functions including investigations, grievance processing, and disciplinary actions, under the direction of the HR Director.
- Monitor compliance with federal, state, and local employment regulations (e.g., FLSA, FMLA, ADA, EEO).
- Participate in policy review, updates, and implementation of HR initiatives.
- Provide exceptional customer service to employees, management, and external stakeholders.
- Perform other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of human resources principles, practices, and procedures.
- Knowledge of federal and state employment laws and regulations.



- Knowledge of employee benefits and payroll processes.
- Skill in the use of Microsoft Office applications and HR information systems.
- Strong organizational skills with the ability to manage multiple priorities.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to communicate effectively, both orally and in writing.
- Ability to research, analyze, and resolve HR-related issues.
- Ability to establish and maintain positive working relationships with employees at all levels of the organization.

### **MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

#### **PHYSICAL SKILLS:**

- Use of both hands with the majority of fingers.
- Vision of 20/40 in at least one eye.
- Ability to hear, understand, and verbally communicate in English (corrective devices acceptable).
- Motor skills to operate equipment, climb, crawl, stoop, and perform physically demanding tasks.
- Ability to lift and carry up to 30 pounds.

#### **EDUCATION, TRAINING AND EXPERIENCE:**

- High School Diploma or GED required.
- At least two (2) years of experience in human resources administration or a related area.
- An equivalent combination of education, training, and experience may be considered.
- Possession of a valid Florida driver's license.

#### **Preferred:**

- Associate's degree in Human Resources, Business Administration, or related field.
- Professional certification such as SHRM-CP, SHRM-SCP, PHR, or SPHR.
- Prior municipal or public sector experience.

**CERTIFICATIONS, TRAINING, SPECIAL REQUIREMENTS:** Valid Florida Driver's License Class E with acceptable driving record. Driving record must meet or exceed City driving standards.

**ADA STATEMENT:** *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

**DRUG-FREE WORKPLACE:** *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

**VETERANS' PREFERENCE:** *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Non-Exempt**

**PAY GRADE: SEE CURRENT PAY GRADE SCALE**