

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Human Resources Specialist		
<b>Job Code:</b>	TC5860	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	02/19/2026
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Provides human resources and administrative support to the daily operations of the assigned division. Performs a wide variety of clerical and HR support duties, including maintaining HR records, supporting HRIS processes, and assisting with fiscal and personnel-related activities. Serves as a primary point of contact for employees, applicants, and vendors regarding human resources policies, procedures, and employment matters.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides administrative and operational support for human resources functions within the assigned division. Performs a wide variety of clerical and data entry duties, including maintaining personnel files, processing HR documents, and entering data into HRIS and other City systems. Responds to telephone, email, and in-person inquiries from internal and external customers.
2. Responds to requests for information from supervisory staff, employees, applicants, or the general public. Answers routine questions related to HR programs, policies, procedures, and processes. Conducts follow-up research to retrieve information and supporting documentation as needed.
3. Maintains and organizes personnel records in accordance with records management standards, confidentiality requirements, and applicable regulations. Assists with document tracking, retention schedules, and audit preparation.
4. Supports recruitment and onboarding activities, including preparing hiring documentation, coordinating pre-employment processes, tracking candidate status, and assisting with new hire processing and orientation logistics.
5. Provides HRIS and payroll support, including data entry, report generation, and verification of employee information. Assists with timesheet review, personnel action processing, and resolution of routine discrepancies.

6. Performs various fiscal and administrative support activities, including monitoring and submitting requisitions for supplies and materials, initiating purchase requests, tracking expenditures, and coordinating travel and training arrangements.
7. Serves as liaison between the division and internal or external service providers related to HR, training, or administrative functions. Coordinates activities and tracks deliverables to support timely completion and accurate documentation.
8. Assists with gathering and compiling information to support budget preparation, staffing analysis, and reporting requirements. Monitors expenditures and maintains related records in accordance with department guidelines.
9. Participate in special projects related to HR operations, records management, compliance, or administrative process improvement.
10. Serves as backup for various staff positions in their absence and may assist with administrative coordination, staff support, or routine training activities as assigned.
11. Performs other duties as required.
12. Adheres to assigned work schedule as outlined in Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and procedures of record management.
  - Basic human resources practices and administrative procedures.
  - HRIS data entry and record maintenance practices.
  - Principles of business administration and office operations.
  - Basic fiscal tracking and purchasing procedures.
  - Operational characteristics and support needs of assigned program area.
  - Personnel rules and regulations.
  - Pertinent federal, state, and local laws, codes, and regulations applicable to HR records and confidentiality
  - Various online City database software and Microsoft Office computer programs.
- **Skill in:**
  - Data entry and filing.
  - Modern office systems and procedures.
  - Analytical thinking.
  - Problem solving.
  - Planning and organization.
  - Time management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Maintain confidentiality of sensitive information.
  - Pay close attention to detail and ensure accuracy.

- Read, interpret, and apply policies and procedures.
- Research and gather data from multiple sources.
- Provide quality customer service to employees and applicants.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and (3) three years of responsible clerical, administrative, or human resources support experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*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.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.