



Code: 1358
Family: Human Resources
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Personnel

CLASS TITLE: ONBOARDING SPECIALIST - DHR

CHARACTERISTICS OF THE CLASS

Under supervision, the class title is allocated to the Department of Human Resources (DHR) and is responsible for providing human resources (HR) services and support to professional HR staff in the delivery of employment services and activities to City departments, and performs related duties as required

ESSENTIAL DUTIES

- Assists Employment Services' professional staff in tasks related to the employment onboarding process to ensure full compliance with the requirements of the City's Employment Plan and federal requirements
- Distributes onboarding packets to prospective employees
- Schedules prospective employees for pre-employment screening (e.g., fingerprinting, drug tests, physical exams, etc.)
- Reviews documents for accuracy and completeness and uploads to City's digital filing systems
- Conducts education, employment, and other employment related verifications
- Creates and distributes official start letters to candidates and department HR personnel
- Processes hire information in the Applicant Tracking System (ATS)
- Provides information and responds to inquiries from HR personnel in operating departments, City employees, candidates and the general public regarding the City's employment hiring process, guidelines, procedures, and processes
- Represents DHR at various community events and job fairs and prepares materials and presentations for distribution
- Coordinates and participates in the development and delivery of employment programs (e.g., new employee orientation, promotional process, etc.)
- Maintains and coordinates with Recruitment Manager on requests for recruitment staff office supplies

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience in human resources/personnel work AND/OR an Associate's Degree or higher from an accredited college or university plus two years of administrative office experience in a fast paced environment

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- City's collective bargaining units, agreements, and grievance process
- applicable human resources policies, procedures, rules, and regulations
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INTERPERSONAL SKILLS – Build internal and external work relationships

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2022