Human Resources Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HUMAN RESOURCES (HR) SPECIALIST I	1729	B16	$40,918 - $61,130
HR SPECIALIST II	1731	B18	$45,521 - $71,055
HR SPECIALIST III	1733	B20	$51,158 - $81,351
HR SPECIALIST IV	1735	B22	$57,614 - $93,138
HR SPECIALIST V	1737	B24	$65,104 - $106,634
HR SPECIALIST VI	1739	B26	$76,530 - $129,430

GENERAL DESCRIPTION

Performs human resources management work involving administering or assisting in the administration of a human resources management program (recruitment and selection, compensation, classification, employee relations and engagement, and benefits).

EXAMPLES OF WORK PERFORMED

Screens telephone calls and greets visitors to the department; routes calls and directs visitors to appropriate staff; sets appointments and maintains the calendars for a human resources management program.

Answers basic human resources questions and resolves routine issues.

Enters, updates, and retrieves data from various automated human resources and/or payroll systems.

Files documents and maintains files and records, including electronic files.

Prepares or revises job descriptions and job postings.

Prepares routine human resources correspondence and reports

Posts required state and federal employment notices.

Posts job vacancies, receives employment applications, and screens applications.

Processes personnel actions and reviews completed personnel actions to ensure conformity with agency, state, and federal regulations.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VI may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between entry and journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Other factors may include the type, nature, scope, and complexity of the assigned work.*

Employees at the journey level (levels II and III) may independently perform the full range of work identified in the levels preceding their own and may assist others in performing work of greater complexity.

HUMAN RESOURCES SPECIALIST I: Performs entry-level human resources management work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience, may spend the majority of their time performing simple to routine work following standard procedures, and may assist other staff in performing work of greater complexity.

HUMAN RESOURCES SPECIALIST II: Performs routine (journey-level) human resources management work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may also assist other staff in performing work of greater complexity. Employees may:

- Conduct new employee orientation; process forms, including I-9s, for new hires; and provide overview of employee benefits.
- Train agency staff on basic topics and issues, rules, policies, and regulations related to human resources management.
- Complete human resources-related surveys and questionnaires.
- Provide routine support for requests made under the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), and other benefits programs.

HUMAN RESOURCES SPECIALIST III: Performs complex (journey-level) human resources management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at previous levels and may routinely assist other staff in performing work of greater complexity. Employees may:

- Provide advice and guidance to employees and management on issues, rules, and policies related to human resources management, which may include handling and responding to complex issues and questions.
- Compile human resources survey data.
- Prepare and maintain complex human resources correspondence and reports.
- Recruit, screen, and interview applicants; assess qualifications; and refer candidates to hiring manager.
- Develop employment tests.

Note: *Senior-level employees (levels IV-VI) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at level V or VI, depending on the structure and size of the supervised workgroup or HR department.*

Senior-level employees may perform the full range of work identified in the levels preceding their own, and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the nature, complexity, scope, and impact of the work performed; and the employee's related work experience, education, and certifications.

HUMAN RESOURCES SPECIALIST IV: Performs highly complex (senior-level) human resources management work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees may:

- Conduct job analyses to determine proper classification and prepare new or revised job descriptions and job postings.
- Conduct classification compliance audits, review position questionnaires, interview employees, and prepare reports of findings, making recommendations as appropriate.
- Conduct objective and thorough internal investigations of grievances and complaints, recommending appropriate resolution.
- Conduct reviews and evaluations and produce statistical or narrative reports of findings.
- Conduct workforce analyses; execute workforce plans and recruitment and retention strategies.
- Coordinate the maintenance and analysis of human resources automated systems, files, records, and reports.
- Oversee the administration of employment tests.
- Develop solutions to highly complex human resources problems by following procedures or applying policy.
- Plan, design, and conduct general meetings, workshops, and human resources trainings, and deliver training to managers and staff.

HUMAN RESOURCES SPECIALIST V: Performs advanced (senior-level) human resources management work. Works under limited supervision, with considerable latitude in the use of initiative and independent judgment. Employees may:

- Develop workforce plans and advise management on executing workforce planning solutions.
- Make recommendations for selection of job candidates.
- Develop, review, revise, and implement human resources policies and procedures.
- Monitor and determine the effectiveness of human resources and administrative management programs and recommend solutions to problems.
- Prepare human resources correspondence and reports, including confidential correspondence and reports.

HUMAN RESOURCES SPECIALIST VI: Performs highly advanced (senior-level) strategic human resources management work. Works under minimal supervision, with extensive latitude in the use of initiative and independent judgment. Employees may:

- Review and recommend human resources personnel actions, ensuring conformity with agency, state, and federal regulations.
- Plan, develop, and implement initiatives and strategic projects related to human resources operations, including working on and/or overseeing the most complex program assignments.
- Administer disciplinary action.
- Prepare budget estimates, fiscal notes, legislative analyses, and other human resources-related assistance to legislative staff during the legislative session.
- Provide testimony at legislative hearings or in court.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of federal, state, and local laws and regulations governing human resources activities; the principles and practices of human resources management; and human resources programs such as employment, compensation, classification, employee relations and engagement, benefits, workers' compensation, workforce planning, or organizational development.

- Skill in oral and written communication; in conducting interviews; in using a computer and applicable software, including human resources-related applications; in problem solving; and in prioritizing and handling multiple tasks.

- Ability to explain policies and procedures to staff and the public; to maintain confidential and sensitive information; to develop and analyze human resources processes; to establish and maintain effective working relationships with applicants, employees, and the general public; and to communicate effectively.

Additional for Human Resources Specialist IV-VI levels

- Knowledge of employee relations and employee investigation procedures, strategic planning, and budgeting.

- Ability to manage; to provide leadership and resolve conflicts, grievances, or disagreements in a constructive manner to minimize negative personal impact; to

identify rules, principles, or relationships that explain facts, data, or other information; and to analyze information, make correct inferences, and draw accurate conclusions.

REGISTRATION, CERTIFICATION, OR LICENSURE

For Human Resources Specialist IV-VI levels

May require registration, certification, or licensure in a specialty area from the Society for Human Resource Management, the Human Resource Certification Institute, and/or WorldatWork.