



# Human Resources Specialist I

Salary Group: B14

Class Code: 1729

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
HUMAN RESOURCES (HR) ASSISTANT	1727	B12	\$27,840 - \$43,798
<b>HR SPECIALIST I</b>	<b>1729</b>	<b>B14</b>	<b>\$31,144 - \$49,134</b>
HR SPECIALIST II	1731	B16	\$34,918 - \$55,130
HR SPECIALIST III	1733	B18	\$39,521 - \$64,449
HR SPECIALIST IV	1735	B20	\$45,158 - \$73,788
HR SPECIALIST V	1737	B22	\$51,614 - \$84,479
HR SPECIALIST VI	1739	B24	\$59,004 - \$96,720

## GENERAL DESCRIPTION

Performs entry-level human resources management work. Work involves assisting in the administration of a human resources management program (recruitment and selection, compensation, classification, employee relations, or benefits). Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Answers routine questions from employees and managers on human resources policies and procedures.

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

Maintains human resources automated systems, files, and records.

Administers and scores employment tests.

Assists in completing human resources-related surveys and questionnaires and with preparing routine human resources correspondence and reports.

Assists in compiling and analyzing wage data.

Assists in processing personnel actions and with reviewing completed personnel actions to ensure conformity with agency, state, and federal regulations.

Assists with various recruitment functions including processing and posting job vacancies on internal or external Web sites.

May assist in conducting new employee orientation and processing new hire forms.

May assist in investigating and resolving employee relations issues.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in human resources management work. Graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, organizational development, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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

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

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.