



Human Resources Specialist II

Salary Group: B16

Class Code: 1731

<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
HR SPECIALIST I	1729	B14	\$31,144 - \$49,134
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 routine (journey-level) human resources management work. Work involves administering or assisting in the administration of a human resources program (recruitment and selection, compensation, classification, employee relations, and leave and benefits). Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides advice and counsel and answers mainly 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.

Completes human resources-related surveys and questionnaires.

Prepares routine human resources correspondence and reports.

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

Assists in recruiting, screening, and interviewing applicants; evaluating their qualifications; and referring qualified applicants to the appropriate hiring manager.

Assists in compiling and analyzing human resources data.

Assists in training agency staff on issues, rules, policies, and regulations related to human resources management.

Assists in developing and revising human resources policies, procedures, and forms.

Assists in investigating and resolving employee relations issues.

May provide routine support for requests made under the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), and other benefits programs.

May conduct job analysis, and assist in preparing or revising job descriptions and job postings.

May assist in conducting new hire orientation.

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.