



# Human Resources Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HUMAN RESOURCES (HR) SPECIALIST I	1729	B15	\$38,976 - \$58,045
HR SPECIALIST II	1731	B17	\$42,976 - \$64,469
HR SPECIALIST III	1733	B19	\$48,244 - \$76,028
HR SPECIALIST IV	1735	B21	\$54,278 - \$87,046
HR SPECIALIST V	1737	B23	\$61,184 - \$99,658
HR SPECIALIST VI	1739	B25	\$69,572 - \$114,099

## GENERAL DESCRIPTION

Performs human resources management work. Work involves 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 maintain the calendars for a human resources management program.

Answers basic human resources questions and resolves routine issues.

Enters, updates, and retrieves information 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.

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

May administer and score employment tests.

May organizing training classes and new hire orientation sessions.

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 experience, and education, and certifications. Other factors may include the type, nature, scope, and complexity of the assigned work. Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.*

**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.

**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 may:

- Conduct new employee orientation; process forms, including I-9s, for new hires; and provide overview of employee benefits.
- Train agency staff on 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 may:

- Provide advice and counsel to employees and management on issues, rules, and policies related to human resources management, which may include handling complex issues and answering complex questions.
- Compile and analyze human resources data from surveys.
- Prepare and maintain complex human resources correspondence and reports.
- Recruit, screen, and interview applicants; evaluate their qualifications; and refer qualified applicants to the appropriate hiring manager.
- Develop employment tests.

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

*A senior-level employee may perform the full range of work identified in the levels preceding their own, and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority, and the nature, complexity, scope, and impact of the work performed.*

**HUMAN RESOURCES SPECIALIST IV:** Performs highly complex (senior-level) human resources management work. May serve as a lead worker providing direction to others. 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 prepares 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, and assist in recommending appropriate action for 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 delivers training to managers and staff.

**HUMAN RESOURCES SPECIALIST V:** Performs advanced and/or supervisory (senior-level) human resources management work. May supervise the work of others. 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 recommends solution to problems.
- Prepare human resources correspondence and reports, including confidential correspondence and reports.
- Provide and/or oversee others who provide advice and counsel to employees and management on issues, rules, and policies related to human resources management, including handling issues and questions referred by other human resources staff.

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

- Oversee, coordinate, review, and recommend human resources personnel actions, ensuring conformity with agency, state, and federal regulations.
- Plan, develop, coordinate, and implement initiatives and strategic projects related to human resources operations including working on and/or overseeing the most complex program assignments.

- Prepare and/or oversee others who prepare, maintain, and distribute various human resources correspondence and reports.
- Provide direction and oversight regarding workforce planning and reporting and executes workforce planning solutions.
- Administer disciplinary action.
- Prepare budget estimates, fiscal notes, legislative analyses, and other human resources-related assistance to legislative staff during the legislative session.
- May provide testimony at legislative hearings or in court.

## **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**

#### **For all levels**

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