



# Human Resources Specialist III

Salary Group: B18

Class Code: 1733

<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
<b>HR SPECIALIST III</b>	<b>1733</b>	<b>B18</b>	<b>\$39,521 - \$64,449</b>
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 complex (journey-level) human resources management work. Work involves administering a human resources management program (recruitment and selection, compensation, classification, employee relations, leave and benefits, workers' compensation, or organizational development). Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Provides 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.

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

Maintains and reviews human resources automated systems, files, and records.

Administers and scores employment tests and may assist in developing employment tests.

Completes human resources-related surveys and questionnaires, and compiles and analyzes human resources data.

Prepares and maintains human resources correspondence and reports.

Prepares and revises job descriptions and job postings.

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 reviewing and developing human resources policies and procedures.

Assists in investigating and resolving employee relations issues.

May conduct objective and thorough internal investigations of grievances and complaints.

May participate in job fairs.

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 train others; 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.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.