



Human Resources Specialist IV

Salary Group: B20

Class Code: 1735

<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 highly complex (senior-level) human resources management work. Work involves coordinating and administering the operation of a human resources management program (recruitment and selection, compensation, classification, employee relations, and leave and benefits). 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.

EXAMPLES OF WORK PERFORMED

Provides advice and counsel to employees and management on issues, rules, and policies related to human resources management, including handling complex issues and answering complex questions; develops solutions to problems by following procedures or applying policy.

Coordinates the recruitment of applicants and screens, interviews, and evaluates applicant qualifications; refers qualified applicants to the appropriate hiring manager; oversees the administration of employment tests.

Coordinates the maintenance and analysis of human resources automated systems, files, records, and reports.

Conducts job analyses to determine proper classification and prepares new or revised job descriptions and job postings.

Conducts reviews and evaluations, and produces statistical or narrative reports of findings.

Conducts workforce analyses; executes workforce plans and recruitment and retention strategies.

Conducts objective and thorough internal investigations of grievances and complaints, and assists in recommending appropriate action.

Plans, designs, and conducts general meetings, workshops, and human resources trainings.

Monitors compliance with state and federal laws and regulations.

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

May conduct classification compliance audits, review position questionnaires, interview employees, and prepare reports of findings, making recommendations as appropriate.

May process and investigate employee grievances or allegations and prepare recommendations for resolution.

May develop and administer employee grievance procedures.

May serve as a lead worker providing direction to others.

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; to communicate effectively; and to serve as a lead worker providing direction to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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