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HUMAN RESOURCES SPECIALIST ASSOCIATE, DIVISION OF PERSONNEL

Nature of Work

Under administrative direction, at the training level, learns to perform highly specialized work for one of the essential functional areas within the Division of Personnel. Work requires analysis, interpretation and application of policies, procedures, laws, rules and regulations specific to the operation of statewide human resources functions. Incumbents perform work under direct supervision and are granted little latitude for independent action. Performs related work as required.

Distinguishing Characteristics

This position works at the paraprofessional level under direct supervision and through training and experience develops the knowledge and skills to perform highly specialized work in an organizational section within the Division of Personnel. This position works to develop analytical skills and governmental knowledge in order to determine appropriate procedures to use in performing a variety of human resources functions.

Examples of Work

Ensures compliance with all applicable policies, procedures, laws, rules and regulations.

Learns to evaluate job applicants' education and work experience in relation to established standards for admission to examinations and/or to compute applicants' scores on unassembled examinations.

Learns to review proposed human resources actions for conformity to human resources policies and merit system rules and regulations; ensures timely processing of human resources transactions.

Learns to inform applicants of job requirements, opportunities and benefits; explains rules, regulations and procedures; answers questions; advises applicants of appropriate course(s) of action.

Participates in formal and informal training to develop the knowledge and abilities required for the class and for career growth and opportunity.

Learns to draft and interpret uniform policies and operational procedures to ensure fair and equitable treatment of merit system employees.

Learns to provide consultation services regarding Division of Personnel law, rule and policy as well as the grievance procedure and federal and state personnel related laws to both agencies and employees.

Learns to provide technical assistance and guidance to employers and employees regarding issues such as disciplinary action, sexual harassment, supervision, performance management, grievance resolution and other personnel matters.

Learns to process criminal record checks and provide input into suitability determinations.

Learns to review, distribute, and obtain signatures for proposed settlement agreements pertaining to classified employees.

May compose correspondence, job announcements, informational pamphlets, forms and work reports.

Knowledge, Skills, and Abilities

Knowledge of the organization and specific functions of the Division of Personnel and general state government functions.

Knowledge of all applicable policies, procedures, laws, rules and regulations.

Knowledge of human resources theories, practices and operations.

Knowledge of theories, practices and operations specific to assigned functional area.

Knowledge of federal and state legislative processes.

Skill in writing and reviewing highly specialized reports and information.

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HUMAN RESOURCES SPECIALIST ASSOCIATE, DIVISION OF PERSONNEL (cont'd)

Knowledge, Skills, and Abilities (cont'd)

Ability to evaluate operations and analyze information.

Ability to maintain confidentiality and utilize discretion in all aspects of work.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with a wide variety of individuals.

Minimum Qualifications

Training: High school diploma or the equivalent.

Experience: Four (4) years of full-time or equivalent part-time paid paraprofessional experience related to human resources or public administration functions.

Substitution: Successful completion of college coursework may be substituted for the required experience at the rate of thirty (30) credit hours for one (1) year of experience.

Special Requirement: A valid driver's license may be required.

Promotional Only: Two (2) years of full-time or equivalent part-time paid paraprofessional or professional experience in the area of human resources may substitute for the required training and experience.

Established: 11/25/2017

Effective: 11/25/2017