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HUMAN RESOURCES SPECIALIST 1, DIVISION OF PERSONNEL

Nature of Work

Under administrative direction, at the professional entry level, performs 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 limited latitude for independent action. Performs related work as required.

Distinguishing Characteristics

This position works under moderate supervision to perform professional work in one of the specific functional sections 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. May provide advice and guidance to user agencies' human resources staff and employees in the designated program area.

Examples of Work

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

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

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

Composes correspondence, job announcements, informational pamphlets, forms and work reports.

Learns to investigate employee complaints or grievances; records facts and impressions of events; makes recommendations to employee and management on resolution of grievances.

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

Uses accepted job analysis methods to compile specific information on the duties, responsibilities and requirements of jobs in state government.

Learns to identify job class categories and writes class specifications, including classification and/or selection standards based on job analysis results.

Makes recommendations on the allocation of positions to classes and may recommend basic staffing patterns.

Assists in developing and validating a variety of types of employment examinations based on job analysis information and in accordance with legal and professional standards.

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

Develops basic training courses and course evaluation techniques for staff and user agencies' employees; instructs groups of employees in a variety of subjects and procedures.

Assists in establishing and interpreting uniform policies and operational procedures to ensure fair and equitable treatment of merit system employees.

Assists in providing 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.

Assists in providing 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.

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HUMAN RESOURCES SPECIALIST 1, DIVISION OF PERSONNEL (cont'd)

Examples of Work (cont'd)

Processes criminal record checks and provides input into suitability determinations.
Reviews, distributes, and obtains signatures for proposed settlement agreements pertaining to classified employees.

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.

Ability to draft policies, procedures, rules and regulations.

Ability to evaluate operations and analyze information.

Ability to testify in hearings and proceedings.

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: Bachelor's degree from a regionally accredited college or university.

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

OR

Any combination of experience as described above and successful completion of college coursework from a regionally accredited college or university may be substituted for the above training on a year-for-year basis.

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

Promotional Only: Four (4) 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