

HUMAN RESOURCES SPECIALIST 2, DIVISION OF PERSONNEL**Nature of Work**

Under administrative direction, at the full performance 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 general supervision and are granted limited latitude for independent action. Performs related work as required.

Distinguishing Characteristics

This position works in one of the specific functional sections within the Division of Personnel, and requires specialized knowledge and analytical skills in a variety of job assignments. Work at this level is more complex with broader discretion and strict accountability for organizing and completing assignments. Will provide advice and guidance to user agencies' human resources staff and employees in the designated program area. May perform lead worker duties by checking and reviewing work of lower level specialists and acting as a resource for policy and procedures of the section and the agency.

Examples of Work

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

Works on job analysis projects for a variety of occupations; develops questionnaires and procedures for conducting desk audits, interviews, and data collection techniques; writes reports or class specifications; recommends major staffing patterns in user agencies.

Develops examinations; researches the writing of test items or conducts validation studies.

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

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.

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

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

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.

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

Identifies 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.

Develops and validates a variety of employment examinations based on job analysis information and in accordance with legal and professional standards.

Collects and computes wage and fringe benefit data and assists in developing salary schedules and compensation plans.

Drafts and interprets uniform policies and operational procedures to ensure fair and equitable treatment of merit system employees.

Provides 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.

Provides 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.

HUMAN RESOURCES SPECIALIST 2, 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.

May perform lead worker duties by checking and reviewing work of lower level specialists and acting as a resource for policy and procedures of the section and the agency.

May work with Division of Personnel and agency assigned staff on submissions to the State Personnel Board.

May act as unit liaison between lower level specialists and unit Human Resources Manager, Division of Personnel.

May testify as an expert witness at grievance hearings or in courts of law when required.

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.

Experience: One (1) year of full-time or equivalent part-time paid experience related to human resources or public administration functions.

Substitution: Full-time or equivalent part-time paid experience related to human resources or public administration functions may substitute on a year-for-year basis for the required training. Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year-for-year basis.

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: Five (5) 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