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**HUMAN RESOURCES SPECIALIST 3, DIVISION OF PERSONNEL**

**Nature of Work**

Under administrative direction, at the advanced level, performs complex 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 limited supervision and are granted wide 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, analytical skills and the ability to organize complex work where accountability is assigned for meeting timetables. Work at this level involves the completion of more sensitive or controversial assignments. This position functions as a lead worker or special projects leader.

**Examples of Work**

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

Performs 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.

Works closely with the Division of Personnel and agency assigned staff on submissions to the State Personnel Board.

Oversees special projects/initiatives related to human resources in functional area of assignment.

Researches, compiles data, reports and prepares documentation/information specific to assigned section requested by various entities, public and/or private.

Trains subordinate and newly appointed specialists in all aspects of successful completion of work assignments.

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

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.

Processes criminal record checks and provides input into suitability determinations.

Reviews, distributes, and obtains signatures for proposed settlement agreements pertaining to classified employees.

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

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

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**HUMAN RESOURCES SPECIALIST 3, DIVISION OF PERSONNEL (cont'd)**

**Knowledge, Skills, and Abilities (cont'd)**

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 the principles and techniques of management including, planning, staffing, training, budgeting and reporting.

Knowledge of federal and state legislative processes.

Skill in interviewing, employee selection and performance evaluation.

Skill in writing and reviewing highly specialized reports and information.

Ability to supervise subordinate employees effectively, serving as a leader and example.

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:** Four (4) years 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:** Six (6) years of full-time or equivalent part-time paid professional experience in the area of human resources may substitute for the required training and experience.

Established: 11/25/2017

Effective: 11/25/2017