

HR SPECIALIST 1

KIND OF WORK

Professional personnel work.

NATURE AND PURPOSE

Under general supervision, performs personnel administrative functions within a state agency personnel office to ensure that the requirements of all personnel rules, regulations, laws, and collective bargaining agreements are met. Within the Department of Employee Relations, performs personnel work in a major program area such as recruitment, selection, classification, and/or compensation to ensure that these systems are administered in compliance to all personnel rules, regulations, laws, and collective bargaining agreements and in an equitable manner. Problem solving is generally guided by well-defined standards and procedures. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Recruitment and Selection

Under the guidance of senior staff: analyzes the job content of positions to ensure that valid, job-related selection processes are developed to secure qualified candidates for positions. This is accomplished by reviewing background information; identifying work behaviors and KSA's (knowledges, skills, and abilities); meeting with job experts; developing questionnaires; linking work behaviors with KSA's.

Reviews selection processes for existing classes and develops revisions and develops selection processes for new classes to ensure that exams are job related. This is accomplished by meeting with job experts to identify appropriate procedures; preparing exam announcements; developing experiences and training ratings; developing test items, rating scales and questionnaires.

Administers examinations to ensure consistency, timeliness, and efficiency by: checking experience and training ratings; scoring exams, questionnaires, and promotional ratings; coordinating oral examinations; and responding to examination appeals and other correspondence.

Researches and recommends resolution of examining, certification, and appointment transactions/problems to ensure efficiency and compliance with personnel law, rules and collective bargaining agreements. This is accomplished by reviewing relevant documentation and identifying issues.

Classification and Compensation

Under the guidance of senior staff: audits positions and prepares classification findings and recommendations so that positions are appropriately allocated. This is accomplished by: analyzing position descriptions and other supporting documentation and in some instances, interviewing employees.

Maintains classification and compensation liaison with assigned group of state agencies characterized by relatively few and less complex classification and compensation problems. This is done by advising, clarifying and resolving classification problems.

Conducts assigned portions of classification studies or independently conducts classification studies of limited scope to ensure that the classification structure meets the operating needs of departments and positions are classified equitably. This is accomplished by: interviewing employees, reviewing written documentation and participating in Hay evaluations.

Completes salary and benefit surveys so that information can be relayed to other jurisdictions by: analyzing survey positions and comparing data to state's positions.

Researches and analyzes the cost of union and state bargaining proposals so that management has an accurate picture of projected costs by: applying cost formulas and other data analysis techniques.

Combines special projects to improve the state's job evaluation system.

State Agency Personnel

Under the guidance of senior staff: develops recruiting and selection procedures to ensure that qualified individuals are available for employment. This is accomplished by: reviewing staffing needs; preparing special recruitment material; developing exam questions; preparing documents for exam announcements; and scoring exams.

Recommends classification and compensation levels for agency's positions to ensure their appropriate allocation. This is accomplished by: analyzing position descriptions, interviewing employees and writing supporting documentation.

Administers personnel programs such as Employee Orientation, Performance Review, Position Description Systems, Unemployment Insurance, Worker's Compensation, and Employee Benefits so that all department staff receive the benefits entitled to them. This is accomplished by: writing informational material and distributing to employees, researching and answering employees' questions, and developing orientation programs.

Advises and explains personnel policies, laws, and collective bargaining agreements to agency staff so that the Agency's personnel actions are in compliance. This is accomplished by: researching and learning the collective bargaining agreements, and laws, and policies; writing information material and distributing to employees; and conducting informational meetings.

Records and maintains agency personnel data so that information is readily available for management by: developing and updating seniority rosters, vacancy reports, salary data, affirmative action and staff development data.

Completes special projects to improve the efficiency of the agency's personnel services.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Skills in:

Interviewing as applied to discussing and resolving personnel related employee problems.

Ability to:

Analyze the job responsibilities assigned to positions to determine appropriate classification levels.

Assess and develop examination and recruitment processes.

Link work behaviors to KSA's in order to develop job-related exams.

Analyze problems, recommend solutions using precedents, collective bargaining agreements, an personnel laws and rules.

Learn basic technical phases of personnel operations.

Understand and effectively carry out oral and written instructions.

Present ideas effectively orally and in writing.

Establish and maintain effective working relationships with employees, operating agencies and the public.

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Est.: 4/40
Rev.: 5/67

T.C.: to Personnel Specialist 3/15/72, 4/9/13
Former Titles: Personnel Officers I & II merged into
Personnel Officer - 7/1/67

Personnel Technicians I & II merged
into Personnel Technician - 7/1/67

Personnel Officer merged with
Personnel Specialist - 5/22/86

Personnel Officer

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