

HR CONSULTANT 1

KIND OF WORK

Professional personnel classification, examination, compensation and related work.

NATURE AND PURPOSE

Under general supervision, employees in this class plan, design, implement and evaluate a wide range of personnel services to classify, compensate, recruit and examine employees/applicants to staff State of Minnesota programs and agencies.

The Personnel Representative applies a specialized professional knowledge of personnel laws, policies, standards and principles acquired through an accumulation of job experience and a series of more advanced job related training courses to develop and administer selection instruments and processes, to evaluate State positions/classes using the Hay guide chart profile method, to recommend changes to the class plan, to design and lead job class studies, and to allocate individual positions to assigned job classes.

The level of a particular position in a classification series is based on a combination of factors not always presented in class specifications. Among these factors are the position's responsibilities within the overall program/operation and its relationship to others in a unit, department and/or State service as a whole.

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

Analyze jobs to identify content, work behaviors, KSAs, discretion, problem-solving, accountability and other factors so that accurate position allocation decisions can be made by collecting and analyzing written data such as position descriptions, class specifications, class clarification information, organizational charts, work samples, etc.; by developing, administering and analyzing the results of survey instruments designed to collect data in a structured format; by facilitating and acting as a rater for Hay committee sessions to evaluate jobs using the Hay guide chart profile method of job evaluation; by directing and/or conducting studies of all positions in a class, in a class series, in a department or in a subdivision of a department.

Allocate classified positions and compare unclassified positions to the appropriate classes based on job evaluation/job analysis findings so that employees are similarly compensated for performing similar kinds of work by initially allocating/comparing new positions and reclassifying/ re-comparing existing positions; by determining whether changes, if any, in a job occurred abruptly or gradually over a period of time;

by recommending the establishment of new classes, abolition of existing classes, merger of classes, title changes, etc.; by responding to appeals of classification determinations, effectively recommending reversals of original determinations and preparing appeal denial letters for the Commissioner's signature; by documenting rationale for classification decisions in audit packets, writing class specifications, adding relevant information to class clarification files, etc.

Develop and administer selection instruments and processes using job evaluation/job analysis findings so that agencies' needs for qualified candidates are met in a timely fashion by developing test plans and selection instruments; by determining exam administration procedures, instructions, passing points etc.; by convening and facilitating meetings of subject matter experts to conduct, rate and/or score examinations; by analyzing and interpreting examination results; by documenting/explaining exam development efforts and exam results in project and master files.

Advise assigned State agencies in designing and filling jobs in ways which will best enable them to accomplish their goals and objectives by providing agencies with recruitment assistance as resources permit; by researching, approving/denying, and documenting requests involving assigned classes for transfer, demotion, interjurisdictional transfer/demotion, etc.; by assessing qualifications of candidates for non-competitive appointments to assigned classes; by advising assigned agencies in designing jobs, planning reorganization and retrenchments, and administering laws, rules, procedures, policies and contract provisions.

Advise management and state negotiators on compensation issues by independently completing large-scale salary and benefit surveys; by representing the compensation section in formal collective bargaining sessions; by conducting complex cost analysis of union and state proposals.

Advise program managers on interpretation of collective bargaining agreements to ensure that they have the knowledge and information needed to understand and adhere to negotiated agreements by explaining the need for uniform and consistent interpretation and application of the contracts; by serving as the focal point of authoritative interpretations within the agency; by developing and conducting periodic labor contract administration training sessions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Personnel recruitment and selection principles, policies and practices (e.g., Uniform Guidelines of Employee Selection, American Psychological Association testing guidelines, merit system standards, etc.) sufficient to independently develop and administer the full range of selection instruments and processes.

Job evaluation and analysis principles and practices (e.g., Hay guidechart profile method, position analysis questionnaire, etc.) sufficient to identify the need to change the class plan, to conduct job class studies and to allocate individual positions to all classes in assigned agencies.

Personnel law, rules, administrative procedures and labor contracts (e.g., MS Chapter 43A., Department of Employee Relations Administrative Procedures, MAPE, MMA, AFSCME, collective bargaining agreements, etc.) sufficient to administer, interpret and recommend revisions to them.

Public administration, governmental functions/programs, and organizational design sufficient to advise agency management on staff planning, proposed reorganizations, and the implementation of new programs.

Skill in:

Reading comprehension sufficient to review and interpret written documents (e.g., position descriptions, correspondence and surveys, etc.).

Operating calculators and CRT/computer keyboards sufficient to compute totals, averages, percentages of numerical data and to manipulate and interpret human resource data.

Ability to:

Speak in public sufficient to train, explain, present and promote personnel management programs to technical and agency staff.

Identify training needs of agency managers sufficient to recommend or provide training to maintain and improve the agency's personnel program.

Write reports, questionnaires, manuals, information bulletins and memoranda sufficient to clearly communicate technical subjects to a diverse audience.

Est.: 4/40
Rev.: 7/67

T.C.: 7/67, 3/72. 4/9/13
Former Title(s): Merged with Equal Opportunity Specialist
3 - 1/16/78

Merged with Personnel Program
Coordinator - 5/22/86
Civil Service Technician III
Senior Personnel Technician
Personnel Representative