

### HR SPECIALIST 3

#### KIND OF WORK

Advanced professional administrative and advisory personnel work.

#### NATURE AND PURPOSE

Under general supervision, an employee in this class performs advanced level administrative personnel functions within a state agency which has extensive delegated authority to recruit, select, retain and classify state employees and to interpret labor contracts to advise agency management on the most effective and efficient delivery of human resource services. Performs related work as required.

This class is distinguished from the Personnel Officer Senior class because it has increased delegated responsibility to administer staffing functions and to integrate them with other human resource services such as employee insurance, workers' compensation, training and labor relations. This class differs from Personnel Representative because the Personnel Representative has delegated authority for a more extensive range of job classifications requiring a greater "blend" of specialized staffing technical expertise to more fully synthesize human resource services with the agency's mission.

The level of a particular position in a classification series is based on a combination of factors not always presented in job 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.)

Analyzes 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; and 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.

Develops and administers 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 develop, conduct and/or score examinations; by analyzing and interpreting examination results; and by documenting/explaining exam development efforts and exam results in project and master files.

Develops recruitment and selection procedures to ensure that qualified individuals are available for employment by reviewing staffing needs, preparing special recruitment materials, developing exam questions, preparing documents for exam announcements and scoring examinations.

Audits positions and makes classification decisions so that positions are appropriately allocated by analyzing position descriptions and other supporting documentation and, in some instances, interviewing employees.

Conducts portions of large classification studies or independently conducts classification studies of smaller magnitude 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.

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

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

Advises 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 and 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, test statistics, merit system standards, etc.) sufficient to independently develop, administer and analyze the full range of selection instruments and processes.

Job evaluation and analysis principles and practices (e.g., Hay guidechart profile method, position analysis questionnaire) 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/plans (Chapter 43A; Department of Employee Relations' rules and Administrative Procedures; MAPE, MMA, and 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.

Ability to:

Review and interpret complex written documents (law, contracts, position descriptions, correspondence, surveys, etc.).

Manipulate and interpret human resource data, including the ability to compute and interpret totals, percentages, averages and other basic statistical analyses.

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

Identify training needs of agency staff 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.

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Former Title(s): Personnel Program Spec  
Personnel Officer Principal