

OCCUPATIONAL GROUP: Human Resources

CLASS FAMILY: Central Human Resources

CLASS FAMILY DESCRIPTION:

This family of positions include those positions which are located in the Division of Personnel. They have an analytical, consultative or leadership role in the development, management and implementation of statewide HR programs. These positions may be in the areas of recruitment and selection, payroll and transaction processing, training and development, classification and compensation, employee relations and workforce planning.

CLASS TITLE: Human Resources Associate

DISTINGUISHING CHARACTERISTICS:

This level of work performs under direct supervision to complete activities that support the day-to-day operation of a human resources function as stated in the family description. These paraprofessional positions either provide general support across a variety of human resources areas or more focused support within one distinct area. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Gains an understanding of how the designated program area is designed and administered within the Division of Personnel.
- Investigates and resolves requests within designated program area of a less complex nature.
- Prepares recommendations for implementation in designated program area.
- Assists in the preparation of training for agency HR staff and employees in the designated program area.
- Ensures that data and records are kept in designated program area in a manner which is user friendly and can be readily accessed and utilized.
- Ensures compliance of programs with relevant federal and state laws
- Ensures compliance of programs with relevant federal and state laws, Division of Personnel Administrative Rule, policy, and law.
- May provide advice and guidance to Agency HR staff in designated program area.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn the interpretation, application, and enforcement of federal and state regulations, Division of Personnel policies, rules, procedures, and practices governing human resources.
- Ability to learn organizational dynamics.
- Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: Zero to one year of full-time or equivalent part-time verifiable experience related to human resources.

Education and/or Experience Substitution: Four years of full-time or equivalent part-time verifiable experience related to human resources may substitute for the required education on a year for year basis. Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Human Resources Specialist 1**DISTINGUISHING CHARACTERISTICS:**

This is the entry level of the specialist series. These positions work under direct supervision to perform professional work in one of the program areas stated in the family description. They analyze information in order to determine appropriate procedures to use in the processing of a variety of human resources functions. May provide advice and guidance to Agency HR staff and employees in the designated program area. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- 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.
- Reviews proposed human resources actions for conformity to budget amounts, human resources policies and merit system rules and regulations; assures timely processing of human resources transactions.
- Composes correspondence, job announcements, informational pamphlets, forms and work reports.
- Assists with recruitment efforts; develops resources for identifying qualified applicants; serves as a source of referral of job applicants to the user agencies.
- 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.

- Collects and computes wage and fringe benefit data and assists in developing salary schedules and compensation plans.
- Develops and validates a variety of types of employment examinations based on job analysis information and in accordance with legal and professional standards.
- Conducts limited special projects in a variety of human resources areas requiring the collection of technical or confidential information and the writing of comprehensive reports.
- Informs applicants of job requirements, opportunities and benefits; explains rules, regulations and procedures; answers questions; advises applicants' of appropriate course(s) of action.
- Participates in formal and informal training to develop the knowledge and abilities required for the class and for career growth and opportunity.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the interpretation, application, and enforcement of federal and state regulations, Division of Personnel policies, rules, procedures, and practices governing human resources.
- Knowledge and understanding of the principles of the area of assignment.
- Knowledge of basic statistical data, research methods, and techniques for organizing and presenting data.
- Skill in the application of basic analytical techniques to job analysis and validation studies.
- Ability to learn established rules, regulations, standards and guidelines with accuracy and in a timely fashion.
- Ability to collect, analyze and summarize data and prepare written reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: One to three years of full-time or equivalent part-time verifiable experience in professional or paraprofessional human resources work in one of the areas of assignment, or in responsible clerical work processing applications, registers, or other human resources actions which require familiarity with merit system rules and regulations and human resources policies and procedures may substitute on a year-for-year basis for the required training.

Education and/or Experience Substitution: Any combination of experience as described above and successful completion of college coursework from an accredited college or university may be substituted for the required experience on a year for year basis.

Certifications, Licenses, Registrations: A valid driver's license may be required.

CLASS TITLE: Human Resources Specialist 2

DISTINGUISHING CHARACTERISTICS:

These positions work under general supervision to perform full performance professional work in one of the program areas stated in the family description. Work requires the use of specific acquired knowledge and analytical techniques 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 Agency HR staff and employees in the designated program area. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- 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.
- Reviews proposed human resources actions for conformity to budget amounts, human resources policies and merit system rules and regulations; assures timely processing of human resources transactions.
- Visits state offices in a designated region to review human resources procedures, conduct training, investigate complaints and advise managers and supervisors on human resources procedures.
- Drafts revisions of human resources policy and procedures manuals and employee handbook.
- 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.
- Collects and computes wage and fringe benefit data and assists in developing salary schedules and compensation plans.
- Develops and validates a variety of types of employment examinations based on job analysis information and in accordance with legal and professional standards.
- Conducts limited special projects in a variety of human resources areas requiring the collection of technical or confidential information and the writing of comprehensive reports.

- Informs employees and/or job applicant's information concerning job requirements, opportunities and benefits; explains rules, regulations, and procedures; answers questions; advises applicants' of appropriate course(s) of action.
- Participates in formal and informal training to develop the knowledge and abilities required for the class and for career growth and opportunity.
- May represent the Division or Personnel in grievance hearings or other governmental/public events.
- May train others.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the interpretation, application, and enforcement of federal and state regulations, Division of Personnel policies, rules, procedures, and practices governing human resources.
- Knowledge and understanding of the principles and practices of Human Resources
- Knowledge of basic statistical data, research methods, and techniques for organizing and presenting data.
- Knowledge of the principles and practices of human resources.
- Knowledge of the merit system rules and regulations, policies and procedures.
- Skill in the application of basic analytical techniques to job analysis and validation studies.
- Skill in interviewing and coaching techniques.
- Ability to collect, analyze and summarize data and prepare written reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to train others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Two to four years of full-time or equivalent part-time verifiable experience in professional or paraprofessional human resources work in one of the areas of assignment, or in responsible clerical work processing applications, registers, or other human resources actions which require familiarity with merit system rules and regulations and human resources policies and procedures may substitute on a year-for-year basis for the required training.

Education and/or Experience Substitution: Any combination of experience as described above and successful completion of college coursework from an accredited college or university may be substituted for the required experience on a year for year basis. Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: A valid driver's license may be required.

CLASS TITLE: Human Resources Specialist 3

DISTINGUISHING CHARACTERISTICS:

These positions work under limited supervision performing advanced level professional work in one of the program areas stated in the family description. These positions require technical knowledge and 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 difficult, sensitive or controversial assignments. These positions function as lead workers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- 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.
- Develops or oversees the development of a variety of examinations; directs appropriate research and the writing of test items and the conducting of validation studies.
- Develops or oversees the development of training and experience rating devices; directs the evaluation of applicant training and experience to determine if minimum requirements are met; resolves more difficult ratings and applicant complaints.
- Develops or oversees the development of recruiting programs for system-wide use including scheduled campus recruitment and the establishment of permanent contacts with specialized training programs; assists agencies in more difficult recruitment problems.
- Reviews proposed human resources actions for conformity to budget amounts, human resources policies and merit system rules and regulations; assures timely processing of human resources transactions.
- Serves as a contact with the merit system and other state and federal agencies on matters relating to the specialty program.
- May act as unit liaison between specialist and unit manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the interpretation, application, and enforcement of federal and state regulations, Division of Personnel policies, rules, procedures, and practices governing human resources
- Knowledge of the principles and practices of human resources.
- Knowledge of the organization and function of state government.
- Knowledge of basic statistics, research methods and techniques for organizing and presenting data.
- Knowledge of the characteristics of a variety of occupational groups.
- Knowledge of the merit system rules and regulations.

- Knowledge of federal and state human resources laws relating to the area of assignment.
- Skill in interviewing techniques and in giving and receiving information through personal contact.
- Skill in writing comprehensive technical reports in the area of assignment.
- Skill in the development and application of analytical techniques to complex job analysis and validation studies.
- Ability to train and direct the work of subordinate human resource specialists.
- Ability to lead and organize the work of others.
- Ability to tactfully deal with a variety of individuals under varying circumstances.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain confidentiality and use discretion in all facets of work.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: Three to five years of full-time or equivalent part-time verifiable experience in professional or paraprofessional human resources work in one of the areas of assignment, or in responsible clerical work processing applications, registers, or other human resources actions which require familiarity with merit system rules and regulations and human resources policies and procedures may substitute on a year-for-year basis for the required training.

Education and/or Experience Substitution: Any combination of experience as described above and successful completion of college coursework from an accredited college or university may be substituted for the required experience on a year for year basis. Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: A valid driver's license may be required.

CLASS TITLE: Human Resources Consultant

DISTINGUISHING CHARACTERISTICS:

These professional positions act with independence and exercise judgment in undertaking work in their designated program area. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Determines appropriate action in conducting analysis in designated program area.
- Investigates and resolves requests within designated program area of a more complex nature.
- Conducts analysis and prepares recommendations for implementation in designated program area.
- Provides advice to Agency staff in assigned agencies in designated program area.
- Provides training for agency human resources staff and employees in the designated program area.

- Conducts analysis of external practices in designated program area and prepares recommendations based on analysis to Supervisor.
- Conducts analysis and prepares key reports in designated program area.
- Ensures that data and records are kept in designated program area in a manner which is user friendly and can be readily accessed and utilized.
- Ensures compliance of programs with relevant federal and state laws.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of workforce planning and metrics.
- Knowledge of principles, concepts, and current practices of government management.
- Knowledge of research methodology/program evaluation.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s Degree

Experience: One to two years of full-time or equivalent part-time verifiable work experience (typically in Human Resources) with acquired knowledge at the level of a Human Resources Analyst

Education and/or Experience Substitution: Four to six years of full-time or equivalent part-time verifiable work experience (typically in Human Resources) with acquired knowledge at the level of a Human Resources Analyst

Certifications, Licenses, Registrations: None.

CLASS TITLE: **Human Resources Consultant Senior**

DISTINGUISHING CHARACTERISTICS:

These positions are senior professionals that coordinate a designated statewide program under the direction of a program supervisor and manager. These positions may act as lead workers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops plans for the implementation of actions associated with the designated statewide program.
- Consults and partners with agency human resources staff on matters related to designated program area and provides value added advice.
- Identifies, interprets, analyzes and advises in the development and implementation of programs and plans in the designated area.
- Assists in the development of education and training programs in designated area.

- Works on project teams both within designated program areas and other Division of Personnel program areas toward the end of enhancing statewide human resources programs and advising agencies on a broad range of human resources issues.
- Actively participates and provides expert input into human resources projects that have a statewide impact.
- Produces key reports in designated program area that can be utilized as input for key human resources policy decisions both in the Executive and Legislative branch of government.
- Ensures that data and records are kept in designated program area in a manner which is user friendly and can be readily accessed and utilized.
- Ensures compliance of programs with relevant federal and state laws.
- Actively seeks external sources of data for support of the designated statewide program.
- Provides guidance to incumbents at lower levels in this job family.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of business principles, relationship building, database design, and process improvement.
- Knowledge of training methods and techniques.
- Knowledge of conflict resolution/mediation.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: One to three years of full-time or equivalent part-time verifiable experience (typically in Human Resources) with acquired knowledge at the level of a Human Resource Consultant

Education and/or Experience Substitution: Four to seven years of full-time or equivalent part-time verifiable experience (typically in Human Resources) with acquired knowledge at the level of a Human Resource Consultant

Certifications, Licenses, Registrations: A valid driver's license may be required.

CLASS TITLE: Human Resources Programs Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions supervise a team of professionals providing human resources consultative and advisory services in a statewide program area as stated in the family description. They report to a program manager and may supervise professional and clerical staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises a team of human resources professionals and clerical staff.

- Trains, develops, assigns and reviews work of others.
- Assists in the development of statewide programs in designated areas.
- Provides expert advice and counsel to agency HR staff in the field of the designated program area and resolves agency issues in a manner which provides statewide consistency of practice.
- Assists in the development of programs, policies, procedures, rules and action plans for implementation of statewide programs.
- Provides guidance and technical assistance to Division of Personnel employees and agency leadership and human resources employees on designated statewide programs.
- Ensures compliance of programs with relevant federal and state laws.
- Undertakes special projects as requested by the program manager or Division Administrator that have a statewide impact.
- Advises agencies in the application of grievance proceedings; resolves more difficult, sensitive or controversial grievances.
- 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.
- Reviews proposed human resources actions for conformity to budget amounts, human resources policies and merit system rules and regulations; assures timely processing of human resources transactions.
- Serves as a contact with the merit system and other state and federal agencies on matters relating to the specialty program.
- May act as unit liaison between specialist and unit manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the interpretation, application, and enforcement of federal and state regulations, Division of Personnel policies, rules, procedures, and practices governing human resources.
- Knowledge of policy development, staff recruitment, job evaluation, compensation practices, employee relations, performance planning and evaluation programs, training and development, retention and succession planning.
- Knowledge of the principles and practices of human resources.
- Knowledge HR trends, issues, and legislation affecting area of specialty.
- Knowledge of the organization and function of state government.
- Knowledge of basic statistics, research methods and techniques for organizing and presenting data.
- Knowledge of the characteristics of a variety of occupational groups.
- Knowledge of the merit system rules and regulations.
- Knowledge of federal and state human resources laws relating to the area of assignment.

- Skill in interviewing techniques and in giving and receiving information through personal contact.
- Skill in writing comprehensive technical reports in the area of assignment.
- Skill in the development and application of analytical techniques to complex job analysis and validation studies.
- Ability to train and direct the work of subordinate human resources specialists.
- Ability to lead and organize the work of others.
- Ability to tactfully deal with a variety of individuals under varying circumstances.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain confidentiality and use discretion in all facets of work.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: Four to six years of full-time or equivalent part-time verifiable experience in professional or paraprofessional human resources work in one of the areas of assignment, or in responsible clerical work processing applications, registers, or other human resources actions which require familiarity with merit system rules and regulations and human resources policies and procedures may substitute on a year-for-year basis for the required training.

Education and/or Experience Substitution: Eight to nine years of full-time or equivalent part-time verifiable experience related to human resources will substitute for the required education on a year for year basis. Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: A valid driver's license may be required.

CLASS TITLE: Human Resources Program Manager

DISTINGUISHING CHARACTERISTICS:

These positions have overall responsibility for the development and management of one or more statewide human resources programs such as Applicant Services, Employee Information and Transaction Processing or Internal Employee Placement. They oversee transactional processing and may oversee supervisory positions. These positions serve as the state expert in their designated human resources programs. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Manages a section responsible for development, administration and maintenance of statewide human resources programs.

- Provides direction for statewide human resources programs led by Division of Personnel.
- Serves as the state expert on designated human resources programs.
- Develops programs, policies, procedures, rules and action plans for implementation of statewide programs.
- Takes a leadership role in HR projects that have a statewide impact.
- Provides guidance and technical assistance to Division of Personnel employees and agency leadership and HR employees on designated statewide programs.
- Conducts best practice research in the field of the designated programs and develops plans for the design and implementation of changes to the programs that will enhance their effectiveness.
- Ensures compliance of programs with relevant federal and state laws.
- Selects, trains, supervise and evaluates performance of others.
- Represents the Division of Personnel in all human resources matters related to the designated program areas at all levels in state government.
- Participates in Division of Personnel leadership team meetings and is an active participant in the Division of Personnel leadership decision making processes.
- Advices and counsels others in the human resources community based on the level of knowledge and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the interpretation, application, and enforcement of federal and state regulations, Division of Personnel policies, rules, procedures, and practices governing human resources.
- Knowledge of policy development, staff recruitment, job evaluation, compensation practices, employee relations, performance planning and evaluation programs, training and development, retention and succession planning.
- Knowledge of human resources theories, practices and operations specifically in the area of specialty.
- Knowledge of program development and evaluation.
- Knowledge of planning and budgeting processes.
- Knowledge of advanced accounting and/or auditing methods and principles and the application of it to governmental accounting records and systems.
- Knowledge of the principles and practices of human resources.
- Knowledge HR trends, issues, and legislation affecting area of specialty.
- Knowledge of the organization and function of state government.
- Knowledge of basic statistics, research methods and techniques for organizing and presenting data.
- Knowledge of the characteristics of a variety of occupational groups.
- Knowledge of the merit system rules and regulations.
- Knowledge of federal and state human resources laws relating to the area of assignment.
- Skill in interviewing techniques and in giving and receiving information through personal contact.
- Skill in writing comprehensive technical reports in the area of assignment.

- Skill in the development and application of analytical techniques to complex job analysis and validation studies.
- Ability to train and direct the work of subordinate human resources specialists.
- Ability to lead and organize the work of others.
- Ability to tactfully deal with a variety of individuals under varying circumstances.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain confidentiality and use discretion in all facets of work.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s Degree from a regionally accredited college or university.

Experience: Four to six years of full-time or equivalent part time verifiable experience related to human resources one year of which must have been in a supervisory position.

Education and/or Experience Substitution: Six to eight years of full-time or equivalent part-time verifiable experience related to human resources will substitute for the required education on a year for year basis. Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Human Resources Programs Program Manager Senior

DISTINGUISHING CHARACTERISTICS:

These positions have overall responsibility for the development and management of one or more statewide human resources programs in Classification and Compensation, Employee Relations or Organization and Human Resources Development. They may oversee work of the unit thru managers or supervisors. These senior positions are policy setting positions for the state and serve as the state expert in their designated human resources programs. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Management of a section responsible for development, administration and maintenance of statewide human resources programs.
- Develop statewide policies and procedures and/or rules related to all statewide human resources functions.
- Develops programs, policies, procedures, rules and action plans for implementation of statewide programs.
- Leads major HR projects and initiatives with state agencies, interested parties and internal staff.
- Provides direction for statewide human resources programs led by Division of Personnel.

- Serves as the state expert on designated human resources programs.
- Takes a leadership role in HR projects that have a statewide impact.
- Provides guidance and technical assistance to Division of Personnel employees and agency leadership and HR employees on designated statewide programs.
- Conducts best practice research in the field of the designated programs and develops plans for the design and implementation of changes to the programs that will enhance their effectiveness.
- Ensures compliance of programs with relevant federal and state laws.
- Selects, trains, supervise and evaluate performance of staff.
- Represents the Division of Personnel in all human resources matters related to the designated program areas at all levels in state government.
- Participates in Division of Personnel leadership team meetings and is an active participant in the Division of Personnel leadership decision making processes.
- Advices and counsels others in the human resources community based on the level of knowledge and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the interpretation, application, and enforcement of federal and state regulations, Division of Personnel policies, rules, procedures, and practices governing human resources.
- Knowledge of policy development, staff recruitment, job evaluation, compensation practices, employee relations, performance planning and evaluation programs, training and development, retention and succession planning.
- Knowledge of human resources theories, practices and operations specifically in the area of specialty.
- Knowledge of consultation, facilitation, and project management skills and the ability to exercise independent judgment.
- Knowledge of organizational, analytical and problem solving skills.
- Knowledge of program development and evaluation.
- Knowledge of planning and budgeting processes.
- Knowledge of advanced accounting and/or auditing methods and principles and the application of it to governmental accounting records and systems.
- Knowledge of the principles and practices of human resources.
- Knowledge HR trends, issues, and legislation affecting area of specialty.
- Knowledge of the organization and function of state government.
- Knowledge of basic statistics, research methods and techniques for organizing and presenting data.
- Knowledge of the characteristics of a variety of occupational groups.
- Knowledge of the merit system rules and regulations.
- Knowledge of federal and state human resources laws relating to the area of assignment.
- Skill in interviewing techniques and in giving and receiving information through personal contact.
- Skill in writing comprehensive technical reports in the area of assignment.
- Skill in the development and application of analytical techniques to complex job analysis and validation studies.

- Ability to train and direct the work of subordinate human resources specialists.
- Ability to lead and organize the work of others.
- Ability to tactfully deal with a variety of individuals under varying circumstances.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain confidentiality and use discretion in all facets of work.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university.

Experience: Six to eight years of full-time or equivalent part-time verifiable experience related to human resources of which 3 years were in a management position.

Education and/or Experience Substitution: Ten to eleven years of full-time or equivalent part-time verifiable experience related to human resources will substitute for the required education on a year for year basis. Graduate coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: A valid driver's license may be required.
