

Human Resource Professional

Job Code	Job Title	Pay Grade
4080A6	Human Resource Professional I	25
4082A6	Human Resource Professional II	28
4083A6	Human Resource Professional III	31

CONCEPT:

Develops, maintains, implements, and/or administers professional level human resource program function(s) in order to enhance and build the capacity of an agency, the state's human resource system and workforce, and to ensure compliance with applicable federal and state laws.

TASKS:

- Provides current and prospective employees with information about policies, job duties, working conditions, wages, benefits, training, and opportunities for promotion.
- Determines selection criteria or assist others in the determination of selection criteria, review employment applications, select qualified applicants.
- Performs reference and background checks on applicants.
- Plans and conducts new employee orientation to foster positive attitudes toward organizational objectives.
- Evaluates job positions, determining classification, exempt or non-exempt status, and salary.
- Ensures compliance with federal and state laws, including reporting requirements.
- Advises managers and employees on state and federal employment and discrimination laws and regulations, labor relations, benefit and compensation, diversity and equal employment opportunity policies and practices, personnel procedures, employee relations, organization and employee development, and classification programs.
- Plans, develops, evaluates, improves, and communicates programs, policies, procedures, and/or methods and techniques for recruiting, selecting, promoting, retaining, compensating, evaluating, disciplining, and training workers.
- Provides advice on the resolution of employee relations, classification and salary, and other employment related complaints and/or grievances.
- Serves as a link between management and employees by handling questions, interpreting and administering policy and procedures and helping resolve work-related problems.
- Administers compensation, benefits, employee relations, organization and employee development, and staff and organization performance management systems and health and safety programs.
- Advises managers on organizational policy matters including equal employment opportunity issues and sexual harassment, and recommend needed changes.
- Analyzes compensation and benefits and other human resource programs; make recommendation for change to ensure compliance with legal requirements and the satisfaction of agency/organization needs and/or organizational change initiatives.
- Confers with agency management and staff and conduct surveys to identify agency/organization and/or workforce management needs and develop recommended course of action.
- Prepares classifications specifications, job descriptions and/or pay scales.
- Prepares and maintains and/or assists in preparing and maintaining personnel records and handbooks.
- Participates in labor relations negotiation process and/or mediate or facilitate labor disputes and grievances resolution activities.
- Keeps up with developments in area of expertise by participating in activities such as reading current journals, books and magazine and Internet articles, attending meetings, conferences.
- Presents human resource program specific information, using a variety of instructional techniques and formats.
- Organizes and develops, or obtains, training procedure manuals and guides and course materials such as handouts and visual materials for HR specific program and/or function(s).
- Monitors, evaluates and records HR training activities and program effectiveness.

LEVELS OF WORK

- Class Group consists of three classes.

Human Resource Professional I: This is basic human resource management work of limited scope and complexity. Work involves performing in a staff position to provide limited policy or procedural information to higher-level staff, employees and the public in the administration of a limited human resource management program or a program with considerable central office oversight or performing less complex technical work in one or more human resource specialty area.

Minimum Requirement: One year of experience in planning, directing, organizing, managing or administering personnel or human resources functions. Education may be substituted for experience as determined relevant by the agency.

Human Resource Professional II: This is full performance human resource management work. Work involves providing technical expertise in one or more human resource specialty areas of human resource management, such as classification, employment, benefits, or equal employment opportunity; provides consultation and guidance on a full range of human resource programs and issues.

Minimum Requirement: Two years of experience in planning, directing, organizing, managing or administering personnel or human resources functions. Education may be substituted for experience as determined relevant by the agency.

Human Resource Professional III: This is administrative human resource management work. Work involves either administering a component of a human resource program such as examination administration, recruitment, or administering a statewide program. May serve as an expert in a HR functional area(s) or have extensive technical responsibility for an assigned human resource program. Works with agency/organizational staff to ascertain needs and uses knowledge and expertise to find solutions to problems. Completes workforce and/or strategic planning activities. Develops, modifies, implements and/or administers programs, guidelines, and/or operational procedures designed to maintain and enhance the organization's ability to achieve its mission. Works collaboratively with others on agency-specific and/or cross-agency or system-wide initiatives. Work may also involve supervising technical or clerical staff

Minimum Requirements: Three years of experience in planning, directing, organizing, managing or administering personnel or human resources functions. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 7/14

REV: 6/24