



Human Resources Specialist V

Salary Group: B22

Class Code: 1737

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
HUMAN RESOURCES (HR) ASSISTANT	1727	B12	\$27,840 - \$43,798
HR SPECIALIST I	1729	B14	\$31,144 - \$49,134
HR SPECIALIST II	1731	B16	\$34,918 - \$55,130
HR SPECIALIST III	1733	B18	\$39,521 - \$64,449
HR SPECIALIST IV	1735	B20	\$45,158 - \$73,788
HR SPECIALIST V	1737	B22	\$51,614 - \$84,479
HR SPECIALIST VI	1739	B24	\$59,004 - \$96,720

GENERAL DESCRIPTION

Performs advanced and/or supervisory (senior-level) human resources management work. Work involves coordinating and administering the operation of a human resources management program (recruitment and selection, compensation, classification, employee relations, and leave and benefits). May supervise the work of others. Works under limited supervision, with considerable latitude in the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides and/or oversees others who provide advice and counsel to employees and management on issues, rules, and policies related to human resources management, including handling issues and questions referred by other human resources staff; develops solutions to problems by following procedures or applying policy.

Conducts and/or oversees others who conduct job analyses to determine proper classification and prepares new or revised job descriptions and job postings.

Conducts and/or oversees others who conduct workforce analyses and develops workforce plans; advises management on executing workforce planning solutions.

Conducts and/or oversees others who conduct objective and thorough internal investigations of grievances and complaints; recommends appropriate action.

Conducts reviews and evaluations, and produces statistical or narrative reports of findings.

Develops, reviews, revises, and implements human resources policies and procedures.

Coordinates the recruitment of applicants and makes recommendations for selection; oversees the administration of employment tests.

Coordinates the maintenance of human resources automated systems and records and the analysis of human resources reports and reporting procedures.

Prepares various human resources correspondence and reports, including confidential correspondence and reports.

Monitors and determines the effectiveness of human resources and administrative management programs and recommends solutions to problems.

Plans, designs, and conducts general meetings, workshops, and human resources-related training.

May assist with the preparation of budget estimates.

May administer disciplinary action.

May create, maintain, and administer training related to human resources.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in human resources management work. Graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, organizational development, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of human resources management; of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development; and of federal, state, and local laws and regulations governing personnel activities.

Skill in oral and written communication, in conducting interviews, in using a computer and human resources-related software applications, in handling multiple tasks and prioritizing, and in problem solving.

Ability to explain policies and procedures to staff and the public; to maintain confidential and sensitive information; to develop and analyze human resources processes; to establish and maintain effective working relationships with applicants, employees, and the general public; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.