

Class Concept

Positions typically report to an Agency HR Manager or Agency HR Director. Incumbents perform work at an independent, professional level within their designated HR function.

Positions typically performs consultation to managers and employees within an agency in the designated functions of human resources; provides advice and makes recommendations on the application of laws, policies and practices in their designated functions; participates in human resources training within the agency; investigates and resolves requests of a more complex nature than that done at the Agency HR Consultant I level; liaises with State HR Consultants as required to determine the appropriate resolution to human resources requests and issues; participates in and may lead human resources training within the agency; ensures actions recommended and taken are in accordance with federal and state laws and State HR policies, procedures and practices; may participate in agency HR projects.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working to considerable knowledge of the principles and practices of human resources management. Knowledge of the interpretation and application of federal laws and State HR laws, policies and practices governing HR.
- Ability to establish and maintain effective working relationships with others; to express ideas clearly and concisely; to exercise good judgment in analyzing situations and making recommendations and/or decisions within delegated level of authority.

Minimum Education & Experience

Bachelor's degree, typically in Human Resources or related field from an appropriately accredited institution and 2 years of experience required; or

High school or General Educational Development (GED) diploma and 5 years of progressive experience in Human Resources; or equivalent combination of education and experience.