

Class Concept

Positions are typically in an agency where HR is headed by an Agency HR Director IV or III. Positions typically report to an Agency HR Manager or Agency HR Director. Incumbents perform work at an independent, professional level on complex HR work within their designated HR function, such as classification and compensation.

Position typically performs with a high level of independence in consultation to managers and employees within an agency in complex issues within designated functions of human resources; provides advice and makes recommendations on the application of laws, policies and practices in their designated functions; leads human resources training within the agency; investigates and resolves requests of a more complex nature than that done at the Agency HR Consultant I And II level; partners with State HR Consultants as required to determine the appropriate resolution to human resources requests and issues; takes an active role in agency HR projects; ensures actions recommended and taken are in accordance with federal and state laws and State HR policies, procedures and practices; may participate in statewide HR projects; mentors and provides advice and counsel to incumbents at the Agency HR Consultant I and II level.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable to thorough 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 4 years of experience required; or

High school or General Educational Development (GED) diploma and 6 years of progressive experience in Human Resources; or equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.