

Class Concept

Incumbents typically report to a State HR Manager or State HR Division Director. They may receive work direction and guidance from a State HR Consultant III. Incumbents perform work within their designated HR function.

Position typically possesses an understanding of how the designated program area is designed and administered with the State; determines appropriate action in conducting analysis in designated program area; investigates and resolves requests within designated program area of a less complex nature; prepares recommendations for discussion and decision with designated Manager; under guidance, provides advice to agency HR staff; gains an understanding of and interprets policies in designated program area, conducts analysis in designated program area; consults and partners with agency HR staff under guidance; completes consultation requests from agencies; 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.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic to working 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; or

High school or General Educational Development (GED) diploma and 4 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.