

### Class Concept

Incumbents typically report to a State HR Manager or State HR Division Director. They act with independence and exercise judgement in undertaking work assignments in their designated program area. Examples of designated program area typically include: benefits, salary administration, equal employment opportunity, diversity, employee relations, and recruitment.

Position typically determines appropriate action in conducting analysis in designated program area; investigates and resolves requests within designated program area of a more complex nature than that done at the first level in the series; conducts analysis and prepares recommendations for implementation; provides training to agency HR staff and employees in designated program area; provides advice and recommendations to agency HR staff in designated program area; conducts analysis of external practices in designated program areas and prepares recommendations based on analysis to Manager; conducts analysis and prepares key reports in designated program area; 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; ensures compliance with relevant federal and state laws and State HR policies.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working to thorough knowledge of principles and practices of human resources management.
- Working to thorough 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 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.