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**HUMAN RESOURCE OFFICER**

**SCOPE OF WORK:**

Work involves performing professional-level human resource (HR) activities in such areas as recruitment and selection, classification and compensation, training, employee/management relations, and legal compliance.

**DUTIES PERFORMED AT ALL LEVELS:**

- Administer HR activities such as recruitment, compensation, benefits, payroll, risk management, and employee recognition.
- Develop and maintain agency HR policies and procedures.
- Research, analyze, and interpret state and federal HR employment laws, rules, regulations, practices, policies, and procedures.
- Provide technical assistance on HR issues to managers, supervisors, and employees.
- Communicate HR related information to employees within the agency; conduct research and respond to requests for HR related information verbally and in writing from state employees, legislators, the general public, private sector businesses, public sector entities, etc.
- Participate in investigating employee complaints/grievances; prepare investigation reports and suggest recommendations for remedy.
- Participate in establishing, maintaining, and monitoring agency performance management programs.
- Advises managers and supervisors regarding appropriate corrective and disciplinary actions and proper documentation to support those actions.
- Participate in management decisions regarding staffing, work assignments, reductions in force, etc.
- Conduct job analysis and evaluation.
- Edit, update, and complete Equal Employment Opportunity and Affirmative Action plans and reports.
- Participate in conducting employee training needs assessment; develop and/or prepare and present reports.
- Assist in or conduct surveys/research on specific HR issues.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**HUMAN RESOURCE OFFICER I**

0803

GRADE K

LEVEL DEFINITION:

Work is at a fully functioning level and involves performing and coordinating HR activities of moderate scope and complexity. Work is different from the II level by the degree of complexity and the review and/or approval of decisions by a higher-level authority resulting in a lesser degree of accountability.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Participate in planning and evaluating overall agency staffing strategies.
- May be responsible for coordinating activities of the HR function for an agency.
- Maintain position classification plan for agency, work with supervisors and employees to complete job analyses, job description, and position information questionnaires and to identify essential functions and competencies; make classification recommendations.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in human resource management, business or public administration, management, industrial relations, or a closely related field and two years HR work experience; or a bachelor's degree in another field and four years of progressively more responsible HR work experience. A master's degree may substitute for one year of the HR work experience requirement.

**HUMAN RESOURCE OFFICER II**  
GRADE M

0804

LEVEL DEFINITION:

Work is at an advanced level and involves implementing and administering HR activities and/or programs of considerable scope and greatest complexity. Work is different from the first level in that decisions are made with considerable independence. Work involves significant, in-depth research and analysis of issues and situations.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide consultation and guidance to managers and supervisors on a full range of HR programs.
- Participate in and provide significant input into planning, evaluating, and recommending overall agency strategies to support strategic business objectives.
- Ensure compliance with state and federal employment laws, rules, and regulations.
- Lead investigations regarding employment related complaints/grievances and recommend resolutions.
- Develop, promote, and/or participate in state Alternative Dispute Resolutions.

- May supervise HR support staff.
- May provide budget input regarding HR programs and services.
- May maintain/oversee various HR information systems and reports.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in human resource management, business or public administration, management, industrial relations, or a closely related field and three years of more responsible HR work experience; or a bachelor's degree in another field and five years of progressively more responsible HR experience. A master's degree may substitute for one year of work experience.

Eff. Date: 10/03 – Developed to replace former Personnel series (0810-0815)

Rev: 7/12 – Conversion to Hay System