



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HUMAN RESOURCE ADMINR

Job Number: 20001726

Job Code: 93100V160816

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 06/16/1982

Job Revised: 07/01/2018

Grade: 15	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides technical advice to agency executives in human resource and payroll administration. Prepares and recommends approval of personnel, payroll, or employee benefits documents; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Two years of professional experience in Kentucky state government merit system personnel or payroll administration OR Kentucky governmental employee benefits administration, or requisite skills. The experience, training, or skills requirement cannot be met with only requisite skills.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in the preparation, review and/or processing of Kentucky state government merit system personnel or payroll documents OR Kentucky governmental employee benefits documents will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs and/or oversees and reviews the work of employees in the preparation and submission of personnel and/or payroll actions. Maintains personnel and/or payroll records for the agency organization. Provides technical assistance to all levels of management in areas such as: classification, compensation, payroll, recruiting, benefits, disciplinary action, layoffs and grievance procedures in accordance with the Personnel Laws and Rules. Advises and communicates with applicants concerning employment procedures. Arranges interviews for applicants. Reviews and evaluates requests for personnel and position actions and makes recommendations concerning such actions. Facilitates transfers, promotions and other personnel actions. Interprets, enforces and assists in developing personnel and payroll policies and procedures for the agency. Coordinates training activities. Performs employee counseling. Conducts exit interviews. Conducts orientation sessions for new employees. Oversees the preparation and submission of workers' compensation reports. Prepares reports such as budget projections of personnel expenditures, turnover, recruitment and EEO activities. Develops staffing patterns.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Minimal travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*