



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN RESOURCE SPECIALIST

Job Number: 20001725

Job Code: 93090V240516

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 06/16/1982

Job Revised: 05/16/2024

Grade: 12 Salary (MIN - MID):

\$18,680-\$28,020 - Hourly

\$3,035.50-\$4,553.26 - 37.5 Hr. Monthly Salary

\$3,237.88-\$4,856.80 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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.*

Performs limited fundamental tasks in any of the following human resource areas: recruitment, classification, compensation, performance appraisal, payroll, employee benefits, Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), or corrective and disciplinary actions. Learns and gains experience in multiple areas of human resources administration and applicable statutes and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

One year of professional experience in personnel administration, business administration or management.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Administrative, business, research, and/or clerical experience will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college 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.*

Learns and becomes familiar with state personnel, payroll, and benefits laws, rules, regulations, policies and procedures through classroom and on the job training. Performs basic research in assigned areas. Prepares and processes human resource actions and payroll. Interviews applicants and/or employees to determine facts and to recommend or take appropriate action. Drafts correspondence for own or supervisor's signature to obtain or impart information. Visits assigned agency offices for the purposes of becoming familiar with their organization, the types of work performed by their employees, and/or obtaining information about specific positions therein. Contacts employee benefit providers to obtain information about services or to assist employees in expediting claim service. Prepares materials for and assists with facilitating new employee orientation. Attends workshops, seminars and other training sessions as assigned. Keeps records and develops reports as assigned. Assists with coordination of special projects such as Bloodmobile visits, personnel procedures manual revisions, etc. Reviews information and documents to ensure compliance with federal and state law, to include but not limited to the EEO, ADA, FMLA, and sick leave sharing laws. Assists with compilation of data for analysis. Provides oversight of and ensures agency compliance with the performance appraisal process.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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 employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.