



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN RESOURCE ADMINR

Job Number: 20001726

Job Code: 93100V260416

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 06/16/1982

Job Revised: 04/16/2026

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 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.*

Provides professional and technical advice to agency executives in human resource administration to include interpretation and application of statutes and regulations. Prepares and recommends approval of personnel and/or payroll 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:

Three years of professional experience in Kentucky state government merit system human resource administration or Kentucky governmental employee benefits administration.

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.):

Must provide documentation of successful completion of the Personnel Cabinet's Human Resources (HR) Academy to the agency's appointing authority within 12 months of employment in a position assigned this job classification.

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.*

Provides technical advice to agency executives in human resource administration, to include interpretation and application of statutes and regulations. Consults with staff and recommends approval of human resource documents. May review and approve the work of Human Resource Specialists. 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, corrective and disciplinary actions, layoffs and grievance procedures in accordance with 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. Facilitates new employee orientation sessions. Oversees the preparation and submission of workers' compensation reports. Prepares reports such as budget projections of personnel expenditures, turnover, recruitment, and Equal Employment Opportunity (EEO) activities. Develops staffing patterns.

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.