



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN RESOURCE SPECIALIST SENIOR

Job Number: 20001732

Job Code: 93170V240516

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 11/16/1984

Job Revised: 05/16/2024

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 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 support to human resource liaisons, agency supervisors, and employees in multiple areas of human resources, such as recruitment, classification, compensation, payroll, employee benefits, performance appraisal, Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), or corrective and disciplinary actions. Coordinates and processes personnel, payroll, or employee benefits documents; Learns and gains experience in all 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:

Two years of professional experience in human resource 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.):

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.*

Provides professional support relative to personnel, payroll, and benefits administration to human resource liaisons, agency supervisors, and employees. Coordinates and processes personnel and payroll actions and employee benefit documents. Reviews payroll or position actions and position descriptions for accuracy and conducts audits when necessary. Recommends new class specifications and revisions in existing specifications when necessary. Responds to employment verification inquiries; prepares documents relating to court ordered garnishments, worker's compensation, sick leave sharing, Family Medical Leave, and retirement. Interviews and counsels employees seeking career alternatives. Assesses employees' applications relative to their meeting minimum qualifications for specific classifications. Schedules hearings, records testimony, assists management and employees in presentation of facts, and compiles summary of facts following disciplinary hearing. Investigates and reports facts on employee grievances. Processes agency unemployment insurance claims or workers' compensation claims. Prepares materials for and facilitates employee relations workshops and new employee orientation. Coordinates education and training programs to include tuition assistance, educational leave, outside training, etc. Responsible for coordination of special projects such as Bloodmobile visits, personnel procedures manual revisions, etc. Assists with and compiles data for analysis related compliance reviews for EEO, ADA, FMLA, sick leave sharing, or discipline. Learns to apply federal and state laws in review of information for compliance analysis. Counsels employees in the areas of career advancement, benefits administration, and performance appraisal. Interprets personnel statutes, regulations, policies and procedures for agency management, employees, and the general public. Provides oversight of and ensures agency compliance with the performance appraisal process. Trains agency management in the administration of performance appraisal systems.

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. Occasional 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.