



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN RESOURCE AREA SPECIALIST

Job Number: 21004700

Job Code: 93180V240516

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 05/16/2024

Job Revised:

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 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 the oversight of one or more of the following human resource specialized areas: Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), health insurance, or corrective or disciplinary actions. Recommends appropriate action 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 human resource administration, one of which must be in one of the specialized areas of Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), health insurance, or corrective or disciplinary actions.

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 technical advice to agency executives in assigned specialized area to include interpretation and application of statutes and regulations. Provides technical assistance to all internal and external stakeholders regarding the specialized area of FMLA, ADA, EEO, health insurance, or corrective or disciplinary issues. Consults with staff and recommends approval of appropriate human resource actions. Performs or oversees and reviews the work of employees in the preparation and submission of FMLA, ADA, EEO, health insurance, or corrective or disciplinary documents or actions. Maintains appropriate records for the agency organization. Reviews and evaluates requests for personnel and position actions and makes recommendations concerning such actions. Attends required trainings to maintain knowledge of specialized areas applicable statutes and regulations. Interprets, enforces, and assists in developing policies and procedures for the agency ensuring compliance with applicable statutes and regulations. Coordinates training activities. Conducts orientation sessions for new employees in specialized area. Oversees the preparation and completion of FMLA, ADA, EEO, health insurance, or corrective or disciplinary activity reports. Conducts investigative interviews for potential disciplinary actions. Makes recommendation on appropriate disciplinary action and drafts disciplinary documents. Facilitates the grievance process. Collaborates with the state's ADA office on providing appropriate accommodations.

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.