

## HUMAN RESOURCES SPECIALIST I

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents of this class perform basic, entry-level administrative and technical work in the field of public human resource management in one or more of the following areas: Classification/compensation, local jurisdiction administration, general human resource administration, selection and recruitment, training, examination administration, or automated roster/personnel record administration. This is the entry-level professional class of this series and while assignment may be to one or more of these areas, incumbents are expected to become knowledgeable in all. Incumbents exercise limited judgment in performing assignments. Supervision is not a requirement of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Reviews duties statements and conducts job audits to gather data for the classification of positions;

Participates in classification studies and salary surveys;

Assists with special studies as assigned;

Assists in the preparation of job specifications and the review of position certification requests;

Compiles reports and data as required;

Participates in the required certification of County and local jurisdiction payrolls;

Evaluates minimum qualifications of candidates to determine eligibility for the requirements of available positions;

Reviews applications and other documents to ensure appointments are made in accordance with Civil Service Law;

Reviews qualifications of candidates with appointing officers;

Assists in recruitment activities and the establishment, management and administration of eligible lists;

Contacts appointing officers or payroll clerks on questions of procedure involving applications of Civil Service Law and Personnel Rules;

Coordinates required processes and procedures in connection with canvassing and certification of eligible lists to departments and local jurisdictions;

Responds to inquiries regarding human resource practices, procedures and services;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the fundamentals, practices and procedures of public human resource administration; knowledge of the techniques of job evaluation, wage and salary administration, classification, and exam administration; knowledge of the New York State Civil State Law; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with the public, public officials, administrators, and all levels of employees; ability to read and interpret written materials; ability to ascertain, organize, and analyze facts, make valid comparisons and draw logical conclusions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; good judgment; courtesy; tact; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Either (a) a Bachelor's Degree\* in Human Resources Management or a closely related field; or (b) satisfactory completion of 30 credits\* and three years of human resource experience\*\*, one of which primarily involved one or more of the following activities: job classification, job evaluation, interviewing, recruiting\*\*, specification writing, training, or examinations preparation\*\*; or (c) satisfactory completion of 30 credits\* and three years of supervisory or technical\*\* public human resource experience in an office responsible for administering New York State Civil Service laws.

SUBSTITUTION: Satisfactory completion of an additional 30 credits\* may be substituted on a year for year basis for up to two years of the above stated experience, exclusive of the one year of specialized experience in (b). Satisfactory completion of a Master's Degree\* in Human Resources Management or closely related field may be substituted for the one year of specialized experience in (b). Satisfactory completion of a one year Public Administration internship in New York State civil service administration may be substituted for two years of the above stated experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment.

\*\*DEFINITIONS:

Human Resources experience is defined by personnel and labor relations work involving workforce recruitment, selection, placement and training. Human/Social Services experience conducting interviewing for benefits determination is not qualifying experience.

Recruiting is defined as experience where the primary focus of the position included at least two of the following elements: a) conducting job skill and experience needs analysis; b) leading candidate searches using such methods as job fairs, web-based advertising, professional networking, etc. c) participating in the screening and selection process; or d) conducting formal job orientation seminars or retention analysis.

\*\*DEFINITIONS (continued):

Examination preparation experience would include functions such as application review, review and evaluation of examination requests or examination content, etc.

Technical public human resource experience is defined as the review and approval of complex personnel transactions, or the performance of support functions related to the administration of civil service examinations, to ensure conformance with Civil Service laws, rules and regulations, and generating and compiling complex computerized reports involving personnel statistics.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.