

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN RESOURCES SPECIALIST

POSITION CODE: 19693
Effective: 7-16-96

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves in journey level professional capacity performing complex, specialized professional duties in human resources administration activities. The objectives to be achieved are set forth and the results produced are expected to achieve the objectives within the limits of established policy and accepted or standardized procedures. Positions in this class regularly assist and act as confidential assistants to labor relations managers or have authorized access to information concerning labor relations policy reviews and implementation; may serve as a full line supervisor of paraprofessional staff or as a lead worker to other professional human resources staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides journey level advice and recommendations to management, supervisory and employed staff of departments, boards and commissions regarding such matters as staffing, placement of positions in the Position Classification Plan, compensation and benefits, selection and employment, and the application and interpretation of rules, regulations, contracts and policies; provides training to management, supervisory and agency staff in human resources administration and operations.
2. Supervises four or more paraprofessional and support employees engaged in human resources administration transactional matters, e.g., classification, increase and decrease salary actions, promotions, transfers, demotions, discharges, suspensions, postings of vacancies for positions under contract, examination requests, performance reports and insurance program participations; answers questions pertaining to unusual actions and directs method to be followed; prepares, conducts and signs performance evaluations of subordinate staff; effectively recommends and imposes disciplinary action and adjusts subordinate staff grievances.
3. As a journey level professional engaged in complex analytical, interpretive and evaluative consultation and determination activities, utilizes data to produce appropriate salary relationships for classes recognizing both internal relationships of related classes in the occupational area and external market conditions; performs job analysis for development of class specifications and test measuring instruments; utilizes standards specifying knowledges, skills and abilities for groups of positions, counsels candidates for examination; performs audits to observe and interview as part of reconsiderations of classification decisions; participates in and conducts organizational reviews; performs a variety of duties related to assuring the accuracy and validity of data reflecting employee transactions; provides specialized information to other human resources professionals to enhance work products and the provision of services; relays interpretive knowledge of examination instruments to lower level human resources staff.
4. Assists in negotiating contracts or preparing proposals associated with negotiability issues; conducts grievance hearings and layoff plan reviews pursuant to rules and contracts; reviews plans for geographical transfer of agency employees pursuant to rules and contracts; interprets and applies collective bargaining contracts and rules of the department.

HUMAN RESOURCES SPECIALIST (Continued)

5. Performs complex labor relations duties such as defining the employer's position in contract negotiations for either a particular agency or for a state facility; advises interested and affected participants in employee and/or labor relations of anticipated trends and demands; participates in supplemental negotiation conciliations between union and management.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college and two years of professional human resources experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of the Personnel Code, Rules, Position Classification Plan, Pay Plan, Collective Bargaining Contracts, Federal Merit Standards, Equal Employment Opportunity Act and Civil Rights Act and guidelines derived therefrom; and departmental policies, procedures and processes.

Requires extensive knowledge of the framing of correspondence and reports with grammatical correctness.

Requires extensive knowledge of state government and its processes.

May require an extensive knowledge of the tenets of motivation of individuals.

May require working knowledge of county, township, or municipal government and their processes.

Requires ability to factor a project into activities that when organized produce the desired result(s).

Requires ability to organize and analyze information/data with development of descriptive or quantitative measures, and places information/data into like categories or groupings.

Requires ability to utilize standard mathematical formulae, mean computation, summations, standard deviation/variance, coefficient of correlation. May require ability to perform regression and variance analysis by use of data processing software packages.

Requires ability to read, assimilate and recall with a high degree of proficiency facts and figures.

Requires ability to obtain and solicit relevant information/data from people.

Requires ability to conceptualize and hence to demonstrate relationships between things, person, and ideas.

Requires ability to write correspondence and reports that contain conceptualizations, facts, and descriptive and quantitative inclusions.

Requires ability to use computer systems, software, templates or other letter/symbol guides and to instruct others in such equipment usage.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals, and/or be able to communicate effectively in sign language.