

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN RESOURCES TRAINEE

POSITION CODE: 19694

Effective:
06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, participates in an agency human resources training program of six to twelve months duration; receives on-the-job and formal training in human resources services functions; performs various related specialist or generalist duties (e.g., assists professionals by gathering information for use in conducting job audits, initiating class studies, planning reorganizations, implementing mass code changes, preparing official position descriptions, administering tests, performing compensation surveys or devising examinations, and to a lesser degree, aids in the conduct of such activities); participates in these professional and technical actions as a learning tool to acquire familiarity with professional human resources activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives formal training on various aspects of professional and technical human resources functions; reads literature on classification and compensation, selection and employment, employee and labor relations, organizational structuring and other human resource management theory and techniques; completes exercises and assignments designed to reinforce the reading material.
2. Receives on-the-job training designed to supplement reading material and to observe and participate in the practical aspects of the concepts learned.
3. Assists position classification professionals by reviewing official position descriptions to ascertain that a position's duties are properly presented and properly allocating the positions; draws charts of proposed reorganizations and reviews position descriptions for completeness.
4. Assists professionals by preparing background material for second position allocation reviews or class study conferences; attends conferences and takes notes; as training progresses, makes recommendations concerning the final CMS allocation decision; assists in preparing second review decisions or in analyzing class study data.
5. Assists professionals in developing examinations by proofreading test items, inputting information into a database and aiding in the analysis of obtained data; assists examining professionals by grading less complex applications; assists in the administration of written employment examinations.

HUMAN RESOURCES TRAINEE (Continued)

6. Assists compensation professionals by conducting pay surveys of other states and private industry; as the training program advances, may aid in developing cost projections.
7. Assists professionals in the processing of information that results in employment actions affecting new or current employees; participates in monitoring of transactions for compliance with policies, procedures, rule and contract provisions, accepting, rejecting or correcting documentation as appropriate.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of four years of high school supplemented by two years of office experience.

Knowledge, Skills and Abilities

Requires elementary knowledge of government organizations.

Requires ability to understand and follow oral and written instructions.

Requires ability to benefit from training received in the particular human resources field.

Requires ability to prepare effective written and oral reports.

Requires ability to establish and maintain harmonious working relationships with other employees and agency representatives.

May require skill in keyboarding accurately.

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.