



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HUMAN RESOURCE SPECIALIST III

Job Number: 20001732

Job Code: 93170V110516

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 11/16/1984

Job Revised: 05/16/2011

Grade: 13	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$16,432-\$21,875 - Hourly	<b>NONE</b>
	\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **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 within a cabinet or large department for human resource programs in the areas of recruitment, classification, compensation, payroll, benefits, employee services, etc.; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of professional experience in personnel administration.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in the preparation, review, and/or processing of personnel, payroll, or employee benefits documents will substitute for the required education 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 assistance relative to personnel, payroll, and benefits administration to agency management and employees. 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, and retirement. Interviews and counsels employees seeking career alternatives. Assesses employees' applications relative to their meeting minimum qualifications for specific classifications. (Coordinates internal promotion programs for agency employees. Conducts administrative hearings for major disciplinary actions.) 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. (Conducts employee relations workshops.) 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.

**UNIQUE PHYSICAL REQUIREMENTS:**

**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 appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe 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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*