

Human Resources (HR) Specialist 1

I. KIND AND LEVEL OF WORK

The first of three levels in the HR Specialist series. Under general supervision, employees in this class provide entry-level professional human resource services and technical guidance to support the agency's supervisors, managers, employees and other HR staff. This classification coordinates and supports a variety of activities within one or more human resource functions such as employee transactions, recruitment, selection, classification, compensation, leave administration, and labor relations support.

Incumbents in this class encounter a variety of challenging situations such as assisting hiring managers and supervisors in filling vacancies, conducting routine job audits and making position allocation recommendations, and providing guidance to HR transactions staff. This position serves as a support to more complex issues such as assisting higher-level HR staff with audit appeals or routine investigations. At this level, an employee will have latitude to set their own priorities and organize work to achieve objectives.

The HR Specialist 1 may provide basic guidance to administrative or technical staff supporting HR operations such as transactions, reporting, and payroll inquiries or calculations.

DELEGATION: Positions in this classification that perform work covered by delegation may be expected to carry subdelegation. These positions will often be subdelegated for the full list of selection activities but may be limited to specific job classifications or classifications within specific bargaining units. Some positions in this classification may be subdelegated for some of the classification items but often require review and approval from a higher-level HR professional with subdelegated or delegated authority. *Positions in any classification must receive all training before being granted subdelegation.*

II. DISTINGUISHING CHARACTERISTICS

At the HR Specialist 1 level, incumbents perform a wide variety of human resources functions independently, including assisting management on classification and selection issues and interpretation of HR policies and collective bargaining agreements. Incumbents may consult with higher-level HR staff on complex HR issues or questions that require more discretion or interpretation to resolve.

The HR Technician 2 classification predominantly provides advanced technical and administrative support services for a human resources office, whereas the HR Specialist 1 classification provides entry-level professional human resource services and technical guidance within the function(s) it serves and with a greater level of independence than the HR Technician 2. An incumbent in the HR Specialist 1 classification may provide technical guidance or lead work to lower-level technical and

clerical classifications performing related human resources activities. In contrast, the HR Technician 2 may be assigned to audit or approve the routine work of lower-level technical or administrative HR staff.

The HR Specialist 2 classification has more discretion than the HR Specialist 1 to provide alternatives to supervisors or managers to meet operational demands, such as identifying opportunities to streamline workflows. Incumbents in the HR Specialist 2 classification also have more independence in completing complex tasks than the HR Specialist 1, with work typically reviewed upon completion rather than guided by higher-level staff. Although the HR Specialist 1 may provide technical guidance or lead work to lower-level technical and clerical classifications, the HR Specialist 2 often serves in a lead capacity, training or guiding the work of other HR staff.

III. EXAMPLES OF WORK DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Provide selection and hiring services for vacant positions such as posting job advertisements, reviewing resumes for minimum qualifications, passing qualified applicants along to the hiring supervisor for further review, and other related activities. Guide hiring managers and supervisors so that the agency complies with all applicable laws, rules, policies, and union contract provisions and qualified candidates are available to employ in a timely and efficient manner.
- Assist in establishing community partnerships by identifying contacts at diversity organizations, job boards, schools, and/or workforce development programs and attend community or recruiting events to promote the agency and its vacancies.
- Provide informal leadwork direction and basic guidance to technical HR staff who are responsible for entering employee position information and transactions into the HR information system (HRIS). Ensure entries are completed accurately and in a timely manner, in accordance with state and federal laws, collective bargaining agreements (CBAs)/pay plans, MMB administrative procedures, and HRIS processing instructions.
- Conduct routine job audits to classify new or existing positions, making recommendations to a higher-level HR professional so that positions are properly allocated and best support to the needs of the work unit, in compliance with enterprise standards and agency philosophy.
- Advise on and explain human resource policies, laws and collective bargaining agreements/plans to agency staff so that the agency's human resource activities are in compliance, including writing informational material and distributing to employees and conducting informational meetings or training sessions.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Human resources related policies, principles and practices including recruitment and selection principles, policies and practices (e.g., Merit System principles, State of Minnesota HR administrative procedures, Chapter 43A, EEO/AA principles, and related public sector HR government statutes and practices etc.) sufficient to effectively explain and apply to a wide range of working situations.
- The State’s classification system and job analysis procedures and practices sufficient to make recommendations regarding the allocation of positions and gauge the organizational impact of classification decisions.
- Contractual leave and benefits language including basic understanding of FMLA in order to accurately inform employees of their appropriate leave and benefits entitlements.

Skill in:

- Human resource related software applications, systems and tools to enter, update, extract and report on data; presentation and word processing software to provide training, prepare memos and document procedures.
- Researching, analyzing, and assessing job duties to determine the appropriate classification.
- Organizational skills to handle continuous competing priorities and accurately manage and process large quantities of documents with a high-level of attention to detail.

Ability to:

- Review and interpret complex written documents (laws, contracts, position descriptions, correspondence, surveys, etc.) to provide factual information and reasonable recommendations to decision-makers.
- Make effective presentations by assembling information from multiple sources and preparing and presenting concise analysis to varied audiences.
- Write reports, questionnaires, manuals, information bulletins and memoranda sufficient to effectively communicate technical human resources information to a diverse audience.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

T.C.: Personnel Specialist 3/15/72, 4/9/13

Former Titles: Personnel Officers I & II merged into Personnel Officer - 7/1/67

Personnel Technicians I & II merged into Personnel Technician - 7/1/67

Personnel Officer merged with Personnel Specialist - 5/22/86

Personnel Officer

REVISION HISTORY

Established 04/1940

Revised 05/1967, 06/2025