

## Human Resources (HR) Specialist 2

### I. KIND AND LEVEL OF WORK

The second of three levels in the HR Specialist series. Under limited supervision, employees in this class provide professional human resource services and technical guidance to support the agency's supervisors, managers, employees and other HR staff. The incumbent demonstrates a well-developed understanding of HR practices and principles.

Positions at this level deliver specialized services typically centered on evaluation, analysis and advisory support within one or more HR functions such as recruitment and selection, classification, compensation, employee transactions, or labor relations support. In addition to providing guidance to managers and other staff, positions in this class are often responsible for maintaining or modifying HR systems and procedures that are critical to agency operations.

The HR Specialist 2 may provide training, guidance or lead work to entry-level professional, technical or administrative staff supporting HR activities such as transactions and staffing.

DELEGATION: Positions in this classification that perform work covered by delegation are expected to carry subdelegation. These positions will often be subdelegated for the full list of selection activities and many, if not all, classification activities. They may carry some compensation subdelegation. *Positions in any classification must receive all training before being granted subdelegation.*

### II. DISTINGUISHING CHARACTERISTICS

The HR Specialist 2 is distinguished from the HR Specialist 1 by its higher level of specialized knowledge and greater independence in carrying out HR work. While both roles operate within established policies and procedures, positions within the HR Specialist 2 class have more discretion to provide alternatives to supervisors or managers as needed to meet operational demands, such as identifying opportunities to streamline workflows.

Unlike positions in the HR Specialist 1 class whose work is more closely supervised and often guided by higher-level staff, positions in the HR Specialist 2 class have more independence on complex tasks such as job audits or making classification recommendations, which are typically reviewed upon completion. They also bring a stronger understanding of HR principles and often serve in a lead capacity, training or guiding the work of other HR staff.

Positions within this class are distinguished from the HR Specialist 3 by a narrower scope of work, less complex issues encountered, and more limited decision-making authority. An incumbent in the HR Specialist 2 classification applies established policies, procedures and contract language to guide hiring managers through routine but critical steps of the hiring process. This includes tasks such as

reviewing layoff lists, ensuring appropriate consideration for applicants with special status (e.g., Veterans Preference), and articulating the rationale for compensation recommendations. These situations typically involve applying clear guidance to standard scenarios. In contrast, matters that require interpretation of ambiguous policy, resolution of conflicting interests, or formal communication of decisions with broader organizational impact, such as an appeal of an audit or compensation determination, are more appropriately handled at the HR Specialist 3 level.

Positions within the HR Specialist 2 classification rely on knowledge of HR principles to explain HR processes, interpret contracts and cite rules or statutes to hiring managers. In contrast, positions in the HR Specialist 3 classification typically handle broader, more strategic issues, including situations and issues that are sensitive or have not been previously encountered, and operate with greater autonomy in both judgment and execution.

### **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.)*

- Conduct the vacancy filling and selection process consistent with laws, rules and collective bargaining language by assuring job-related, valid selection processes are developed and appropriately revised in order to secure qualified candidates through evaluation of needs, identification of problems, and analysis and documentation of job contents.
- Conduct routine job audits to classify new or existing positions, ensuring proper allocation and best support to the needs of the work unit, in compliance with enterprise standards and classification concepts. Identify opportunities for streamlined workflows using processes such as abbreviated and/or checklist audits.
- Develop strategic recruitment plans for both individual positions and long-term staffing needs. Proactively build candidate pipelines for current and future recruiting needs by utilizing all available tools, including careers website, social media, job boards, employee referrals, community organizations, and internal and external agencies/events.
- Advise supervisors/managers on interpretation of collective bargaining agreement provisions so that issues and concerns are dealt with consistently and bargaining agreements are interpreted accurately.
- Identify, research and resolve issues related to transactions. Develop and modify procedures as needed to efficiently process and evaluate transaction data. Assist in determining when new laws, rules, policies, etc., have an impact on the methods used to process or document transactions and implementing accordingly into procedures, processes and checklists.
- Conduct new employee orientation, provide information on State employee policies and procedures and complete on-boarding tasks to ensure new employees experience a successful start.

#### IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Advanced knowledge of the State HR and payroll policies, procedures and processes.
- Advanced knowledge of the State human resource information system sufficient to provide direction and guidance to lower-level HR staff.
- Technical knowledge of job evaluation and analysis principles and practices sufficient to perform routine job audits.

Skill in:

- Human relations to handle sensitive, controversial and confidential issues of employees, supervisors, managers and the public discreetly and tactfully.
- Communication and presentation sufficient to provide technical on-the-job training to other human resources staff and conduct new employee orientation and onboarding sessions for a diverse workforce.

Ability to:

- Analyze, interpret and apply collective bargaining agreements/plans and various laws, rules, regulations and policies.
- Recognize inconsistencies in processes, recommend corrections and explain or defend determinations.

#### LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

#### SPECIAL WORK CONDITIONS

N/A

#### REFERENCES

T.C. 4/9/13

Former Titles: Personnel Specialist, Sr. merged with Equal Opportunity Specialist 2 - 1/16/78

Personnel Officer, Sr. merged with Personnel Specialist, Sr. - 5/22/86

Personnel Officer Sr.

## REVISION HISTORY

Established 10/1973

Revised 06/2025