

## Human Resources (HR) Consultant 2

### I. KIND AND LEVEL OF WORK

The second of two levels in the HR Consultant series. Under administrative direction, employees in this class provide advanced professional human resource and/or labor relations guidance, consultation and training to senior management, supervisors, other human resources staff and employees. At this level incumbents are subject matter experts providing advanced technical guidance on a wide range of human resources and/or labor relations functions such as classification, selection, compensation, performance management, workforce and business planning, investigations and grievance handling.

The Human Resources Consultant 2 applies highly specialized professional knowledge of employment laws and human resources policies, standards and principles. Incumbents at this level are responsible for continuous improvements to human resources technology, tools, processes and procedures, and managing projects with significant agency- or enterprise-wide impact.

The Human Resources Consultant 2 is expected to identify and define problems and opportunities and bring solutions/responses to management. This class level has significant latitude to make decisions and take actions required to solve problems, such as developing and proposing new provisions and systems, through managing complex human resource projects with significant agency and enterprise-wide implications to advance the interests of the agency while meeting employee needs.

An incumbent in this class may act as a team lead, train and review the work of other human resources staff, and/or serve on statewide committees and taskforces with enterprise-wide impact.

**DELEGATION:** Positions in this classification that perform work covered by delegation must carry subdelegation or be an agency's primary delegate. These positions will often be fully subdelegated for one, two or all three areas of delegation, such as the full list of selection, classification, and/or compensation activities. *Positions in any classification must receive all training before being granted subdelegation.*

### II. DISTINGUISHING CHARACTERISTICS

HR Consultant 2 incumbents are recognized as subject matter experts in one or more human resource functions and are either formally assigned or informally sought after to participate in and contribute to interagency or enterprise-wide activities/groups. Positions in the HR Consultant 2 class maintain a significant level of independence to make judgments and take necessary actions when presented with unique and complex problems where standard procedures are insufficient to address the issue. At this level an incumbent will generally be responsible for actively participating in labor negotiations, whereas an employee in the HR Consultant 1 classification may or may not be involved.

The HR Consultant 2 relies on creative problem-solving techniques to develop and implement innovative processes or procedures to resolve issues or achieve a desired outcome, receiving only broad general direction from the supervisor. In contrast, the HR Consultant 1 class frequently relies on guidance from a supervisor when faced with new or highly complex matters for which there is no past practice or procedure.

### **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.)*

- Serve as the classification expert for the agency by researching, reviewing, and analyzing requests to establish and reclassify positions and determining final classification action to maintain the integrity of the classification structure.
- May serve as the agency Labor Relations Coordinator by working with exclusive representatives and human resource leadership regarding high-level, agency-wide labor relations issues.
- Identify, develop and coordinate bargaining proposals, positions and strategies for labor relations issues within the agency. Actively participate in the negotiation of collective bargaining agreements, representing the interests of the agency. Serve as the chief agency spokesperson in the negotiation of supplemental agreements and memoranda of understanding with exclusive representatives.
- Provide advanced consultation and guidance to senior management and human resource leadership in the area of labor relations including performance management, employee misconduct, investigations, layoff options, disciplinary action, grievance responses, and interpretation of labor relations law, policy and labor agreements and plans.
- Develop and execute human resources project work plans that identify project scope, project objectives, action steps, and timelines; hold regular project team status meetings and communicate status to management and stakeholders by delivering presentations.
- Determine training needs, develop content and conduct training and educational programs for managers, supervisors, and HR staff in the areas of labor relations and/or human resources policies and procedures.
- Perform research and business analyst functions related to HR technology integration and HR data; evaluate and recommend HR technology solutions to improve efficiency and data management; identify inefficiencies in HR processes or technologies and recommend improvements.
- Analyze, prepare and present agency data to address a variety of agency-wide concerns, trends, and forecasted needs to managers, supervisors and HR staff; prepare ad hoc, monthly, semi-annual, and annual reports for publication and distribution both internally and externally.

- Act as the delegated Data Practices Designee for Human Resources and respond to requests for information in compliance with the Government Data Practices Act.
- Serve on statewide or agency-wide committees and task forces such as Hay, labor management or meet and confer sessions.

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

Knowledge of:

- Expert knowledge in public sector labor relations practices and principles including the Minnesota Public Employment Labor Relations Act and State collective bargaining agreements and plans sufficient to interpret, advise and apply to situations involving employees and their exclusive representatives.
- Expert knowledge in human resources selection policies and processes, merit system principles, compensation practices and guidelines, and the state's classification system sufficient to consult at all levels of the organization on a wide variety of complex issues and to advise and recommend creative solutions and alternatives.
- Federal and state employment and labor law (ADA, EEO/AA, FMLA, FLSA, USERRA), personnel statutes (M.S. 43A and M.S. 179), rules, administrative procedures, unemployment and worker's compensation law, and data practices sufficient to administer, interpret and recommend revisions.

Skill in:

- Negotiation, mediation, problem-solving and conflict management to understand, analyze and resolve sensitive and complex problems, evaluate factual situations to formulate and articulate strategies, and decide upon or advise and persuade others to reach reasonable and equitable courses of action.
- High level of human relations skills, discretion and confidentiality to establish and maintain effective working relationships with managers, supervisors, human resource leaders, employees and their exclusive bargaining representatives.
- Extensive project management skills to ensure project team members are performing their duties in a manner that contributes to the achievement of human resource and agency goals and objectives.
- Human resources systems and reporting software to analyze significant volumes of data and draw conclusions to support decision-making.

Ability to:

- Provide leadership to human resources staff, management, committees and project teams to achieve agency and division goals and objectives.

- Effectively handle complex, sensitive and confidential matters relating to employees in a tactful and diplomatic manner and compose responses to requests for information at times needing to explain or defend complex, sometimes unpopular decisions and policies to a wide variety of audiences.
- Devise solutions and advise in the resolution of complicated problems while balancing the desires of management and contractual obligations.

## **LICENSURE/CERTIFICATION/STATUTORY REFERENCES**

N/A

## **SPECIAL WORK CONDITIONS**

N/A

## **REFERENCES**

Former title(s): Human Resources Consultant Senior, 04/2013

## **REVISION HISTORY**

Established: 10/2008

Class Spec Established: 12/2015

Revised: 06/2025