Job Classification Specification

Human Resources Specialist 2

Second level of HR Specialist responsible for providing supports and expertise in a specific area(s) human resources such as staffing, classification and compensation, benefits, organizational effectiveness and training, EEO/affirmative action, etc.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)
Initiates and/or responds to non-routine and moderately complex inquiries such as rejected medical claims, appropriate job classification, interpretation of applicant qualifications, and development of training programs or workshops.

Collects and examines detailed information and conducts specific analyses. Develops and makes presentations.

Develops appropriate interview questions. Interviews candidates and make recommendations to hiring managers.

Assists with developing recruitment strategies that help meet departmental objectives for hard to fill and under-represented positions. Identifies and develops new sources and markets for recruitment.

Assists in the development, implementation, and administration of compensation programs. Evaluates hourly, salaried, and management positions.

Conducts and participates in compensation surveys. Conducts FLSA exemption test. Assists in updating the classification and salary structure.

Assists in administering and implementing benefits programs and manages relationships with vendors to coordinate benefit plan details.

Collaborates on projects and strategies that will advance the effectiveness of the programs and processes within area of expertise.

Develops and delivers standardized or customized programs or training specific to unit(s) (policies, on-boarding, etc).

Advises managers and human resources professionals regarding applicable laws and best practices within specialty area.
Human Resources Specialist 2 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity and Problem Solving

Finds solutions to routine technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

Required Qualifications

BA/BS with at least 2 years of experience or a combination of related education and work experience to equal five years; position involves comparing, verifying and reconciling data to help department achieve overall objectives.

Effective 10/22/13