

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Human Resource Specialist II

Class Code: 11322

Pay Grade: GI

A. Purpose:

Provides classification and related human resource services to assigned agencies in accordance with Bureau of Human Resources rules and procedures to maintain the state's human resource system.

B. Distinguishing Feature:

Human Resource Specialist II's are responsible for the classification process which includes position review, classification recommendation, developing and revising class specifications and position descriptions, and job evaluation.

Human Resource Specialist I's are responsible for processing, updating and reconciling employee health, life and flexible benefits; processing agency payroll and providing information and benefit counseling to agency employees; performing recruitment and hiring activities, or approving claims for payment and calculating disability benefit payments for worker's compensation.

Human Resource Specialist III's are responsible for developing and maintaining a functional area in human resources, such as classification, compensation, worker's compensation, or employee insurance and flexible benefits.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Receives and reviews classification documents to ensure state government positions are classified appropriately and consistently.
 - a. Schedules and conducts classification desk or telephone reviews.
 - b. Researches and analyzes relevant information and classifications.
 - c. Recommends appropriate classification and prepares audit reports and justification letters.
 - d. Justifies classification decisions to supervisor and agency.
 - e. Prepares for and testifies at grievances before the Civil Service Commission.
2. Creates and revises class specifications and exempt position descriptions by compiling information from reviews, task forces or special studies to provide accurate descriptions of positions or classes.
3. Prepares and presents information and profiles to the job evaluation committee to recommend pay grades for career service classes or exempt positions.
4. Carries out announcement and recruitment activities for assigned agencies.
 - a. Reviews and approves requisition requests to announce openings.
 - b. Processes applications and reviews those requiring specific qualifications.
 - c. Assists applicants and supervisors with questions regarding the process, policies, or electronic applicant system issues.
5. Provides information and assistance to agencies for classification, recruitment, selection and organizational guidance to monitor and maintain compliance with BHR rules.

- a. Interprets Bureau of Human Resource policy and regulations related to classification.
- b. Initiates or responds to surveys regarding human resource-related topics.
- c. Researches and compiles data for human resource-related reports.

5. Performs other work as assigned.

D. Reporting Relationships:

Incumbent typically does not supervise, but may provide training or work direction to other human resource specialists or staff.

E. Challenges and Problems:

Challenged to classify positions into career service and exempt classifications and justify those recommendations. This is difficult because it involves interpretation of class specifications that may be very similar. Positions may involve duties from a variety of specifications, requiring a recommendation of the classification that best fits the position. Further challenged to assist agencies and applicants with recruitment efforts and issues.

Problems include explaining to agencies and employees why a position does not fit a particular classification, and handling electronic application system issues for both applicants and managers.

F. Decision-making Authority:

Decisions include classification recommendations on reclassification requests or new positions, content of class specifications and position descriptions, determining scope of studies or pay grade reviews, recommendations for job evaluation profiles, prioritization of work within standard operating procedures, and travel schedules.

Decisions referred include approval of classification recommendations, review and approval of class specifications and position descriptions, unusual or sensitive cases in classification or agency issues requiring clarification or supervisor input, approval of travel requests and prioritization of special projects or studies.

G. Contact with Others:

Daily contact with the public and applicants to provide information about state openings and procedures, with state employees regarding classifications, and with agency human resource representatives to discuss openings, reclassifications or Bureau of Human Resource rules, policies, and procedures.

H. Working Conditions:

Incumbent works in a typical office environment with occasional travel required to conduct classification reviews.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- job analysis methodology,
- classification and compensation methodology,
- Bureau of Human Resource policies and rules.

Ability to:

- analyze positions and determine appropriate classifications,
- create clear and accurate class specifications and position descriptions,
- build and maintain effective working relationships,
- deal tactfully with the public, state employees and agency representatives,
- communicate effectively.