

HUMAN RESOURCES SPECIALIST III

DEFINITION

Performs technical human resources duties related to position classification, compensation, recruitment, selection, staff development, employee relations, and/or formulation, development, and analysis of human resources policies, rules, and legislation.

TYPICAL DUTIES

Performs a variety of technical human resources administration duties, including the following:

- Conducts and participates in classification studies of a wide variety of positions and recommends their salary allocation.
- Develops and revises class descriptions and prepares recommendations for the establishment of new classifications and the reclassification of positions and classes.
- Recommends weights of test parts and analyzes their effect.
- Conducts job analyses to determine the knowledge, skills, and abilities or competencies that should be measured in content-valid examinations.
- Devises and develops methods of testing required competencies or knowledge, skills, and abilities, and establishes test standards.
- Plans, obtains, constructs, analyzes, and edits examination materials, content and procedures and training programs.
- Confers with subject-matter experts in the development and evaluation of tests.
- Plans, supervises, and participates in the administration and rating of performance tests, work sample tests, interviews, and other selection methods.
- Conducts analyses to determine staff development needs by developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups.
- Designs and delivers staff development programs including development of program objectives, curricula, materials, and audio/visual training aides.
- Develops, plans, and implements human resources recruitment strategies, procedures, and programs.
- Develops and designs recruitment literature including bulletins, advertisements, and brochures.
- Obtains raters for interviews and other test parts and instructs raters regarding procedures and standards to be applied.
- Conducts or participates in surveys of wages, salaries, fringe benefits, differentials, class titles, qualifications required, recruitment practices and trends, training needs, instruction programs, and providers; selection and testing products, practices, and trends; and /or other areas of human resources.
- Evaluates comparability of duties, level of responsibilities, and conditions of work performed for public and private employers.
- Recommends wages or salaries for classes and groups of classes.
- Plans and conducts statistical studies and makes recommendations based on the results of such studies in the fields of compensation, position classification, selection, and human resources policies and procedures.
- Analyzes statistical data collected during training needs analyses and evaluations to identify staff development requirements and effectiveness of staff development programs.
- Evaluates the effectiveness of staff development programs by observing programs, analyzing results of evaluations and surveys, and conducting focus groups.
- Applies and explains State and federal employment-related laws, guidelines, and regulations, Personnel Commission Rules, and operating procedures.

Writes reports recommending new Personnel Commission rules and rule amendments and interprets rules and policies.
Confers with administrators, employees, employee organization representatives, and community representatives, relative to classification, recruitment examinations, compensation, rules, disciplinary actions and other employee relations issues and human resources transactions.
Uses technology to effect efficiencies and standardization.
Models good customer service in responding to customer service requests.
May schedule and provide staff services relative to disciplinary actions and investigate appeals and complaints regarding examination disqualifications and other matters.
May receive and examine arrest reports of employees and conviction records of applicants and eligibles and investigate disposition of cases.
May represent the District at career days, job fairs, and other recruitment functions.
May analyze and recommend responses to protests of examinations and participate in initial examination review procedures.
May design and implement recruitment campaigns for specific job classes, job families or to market the employer.
May advise Examination Proctors on corrections, modifications, or emergency measures needed for testing procedures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and selection, and may supervise technical and/or clerical employees in the performance of human resources work related to position classification, compensation, selection, training and other human resources functions.

A Human Resources Specialist II performs professional-level, technical human resources work in the areas of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development, that is more limited in scope and complexity, and subject to closer supervision and review, than work performed by a Human Resources Specialist III.

SUPERVISION

General supervision is received from a higher-level human resources supervisory or management employee. Work direction may be exercised over employees in lower-level technical and support classes.

CLASS QUALIFICATIONS

Knowledge of:

Personnel Commission Rules, policies and procedures, Merit System Provisions of the Education Code, and basic human resources law
District people, organization, departments, and resources sufficient to assist others in the District and members of the public without having to refer them elsewhere
Principles, policies, and practices of public and private human resources administration
Methods used in the development and administration of position classification and compensation plans and human resources assessment techniques
Test strategies and statistics used in test and item analysis and validation

Methodology and techniques of job analysis and research
Merit principles of public human resources administration based upon selection and retention of the best qualified
Legal requirements related to public human resources administration
State and federal rules, regulations and guidelines relating to employment discrimination and equal opportunity
Recruitment strategies and sources
Equal employment opportunity recruitment procedures
Principles of instructional design
Adult learning theories
Principles of work place diversity
Principles of organizational analysis

Ability to:

Ability to use computers with Microsoft operating systems and word processing, data base, and spreadsheet software
Organize working time and procedures under the pressures of multiple projects and deadlines
Express technical concepts clearly, concisely, and persuasively, both orally and in writing
Analyze and resolve problems in classification, compensation, staff development, and employee selection
Understand and explain regulations, policies, and procedures
Compile, tabulate, and calculate data accurately
Exercise tact and judgment in contacts with administrators, co-workers, employees, candidates, and others
Make effective oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in human resources, personnel or public administration, or one of the behavioral sciences.

Experience:

Minimum experience qualification can be met in any one of the following ways:

- 1) Two years of technical human resources experience, including at least one year involving job or needs analysis or job evaluation, preferably in a public agency, for the purpose of human resources recruitment, selection, position classification and compensation, labor relations, employee relations or staff development.
- 2) One year LAUSD experience as a Human Resources Specialist II.
- 3) A master's degree in industrial or organizational psychology or human resources administration and one year involving job or needs analysis or job evaluation, preferably in a public agency for the purpose of human resources recruitment, selection, position classification and compensation, labor relations, employee relations or staff development.
- 4) A doctoral degree in industrial or organizational psychology or a human resources administration specialty.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

Some positions in these classes have been designated "confidential", exempt from bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-01-12
KG