

HUMAN RESOURCES SPECIALIST TITLE SERIES DEFINITIONS

I. DEFINITIONS

HUMAN RESOURCES SPECIALIST

This is entry-level professional work related to the performance of human resources duties. Positions at this level perform work similar to that described at the senior level under close, progressing to general, supervision.

HUMAN RESOURCE SPECIALIST-SENIOR

This is professional work related to the performance of human resource duties within a major campus. This is the full performance level for most positions in this series. Employees allocated to this level are considered experts in their field, function under general supervision, and perform the full range of duties, ranging from the routine to the most complex. Positions allocated to this title routinely perform the most complex types of work in title determination, occupational analysis and compensation; recruitment and selection, including exam development and validation; statute, rule, policy, and procedural interpretation; organizational analysis; testifying before the courts to defend an agency's position or actions; or perform a combination of these duties. A position at this level is expected to provide guidance and serve as a mentor of lower-level human resources staff. Positions may also be involved for a minority of the time in a wide variety of related human resources programs, including performance evaluation, employee assistance programs, affirmative action and equal employment opportunity, payroll and benefits, workers' compensation, investigations of alleged violations of civil service laws, etc. Work is performed under general supervision.

Representative Positions:

Staffing Analyst: Under general supervision, provides recruitment and staffing services for the full range of job types. Independently analyzes job content to define essential knowledge, skills, and abilities and job dimensions; develops and implements recruitment plans; investigates complaints related to staffing process; provides civil service technical consultation; interprets federal and state statutes, rules, policies, and procedures; provides training services to managers, supervisors, and employees; and provides information to the public in the broad area of staffing and related topics.

Generalist: Under general supervision, provides title determination, staffing, and general consultation and assistance on human resources programs. Determines appropriate human resources actions and staffing requests; provides staffing services for a wide variety of non-professional, professional, supervisory, or managerial positions; provides technical consultation and assistance on state and federal statutes, rules, policies, and procedures; and conducts title surveys.

HUMAN RESOURCE SPECIALIST-ADVANCED

Positions perform one or more of the following functions: compensation coordinator; staffing coordinator; title and staffing coordinators.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

UW HR Manager, HR Program Officer