

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**HUMAN RESOURCES SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a human resources program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise. Employees in this job work under the direction of the Civil Service Commission or other designated human resources office located in a state agency.

There are three classifications in this job.

**Position Code Title - Human Resources Specialist-2**

Human Resources Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title - Human Resources Specialist-3**

Human Resources Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

**Position Code Title - Human Resources Specialist-4**

Human Resources Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

**NOTE:**

There are two professional specialist concepts:

**Specialty Area:** Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

**Administrative Assistant:** Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

## **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Administrative Assistant:**

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

**Specialist:**

Appoints, promotes, transfers, suspends, and separates employees in the classified state service.

Counsels employees on rights, benefits, and opportunities for advancement.

Determines proper allocation of positions for establishment or refinement of classification systems, and designs job evaluation and compensation plans.

Evaluates selection methods and confers with resource persons to determine the best means of selecting and ranking applicants for specific classes.

Consults with counties, cities, and townships in the establishment or refinement of classification systems.

Develops criteria for job performance evaluations, collects and analyzes data relating to examination scores and job performance, and draws conclusions concerning test validity.

Conducts departmental hearings on employee grievances, including discipline, classification, and examination grievances.

Develops equal opportunity programs and plans.

Locates areas of training needs in state departments and develops training materials and manuals.

Interprets rules and regulations to individuals, employee organizations, and other human resources professionals.

Formulates procedures, policies, and guidelines for assigned human resources programs.

Performs duties of unusual significance or importance to the Civil Service Commission or other designated agency.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate human resources programs.

Plans and coordinates the training of staff in human resources activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects and studies.

Prepares budgets.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.  
Ability to interpret complex rules and regulations.  
Ability to communicate with others verbally and in writing.

### **Working Conditions**

Some jobs are located in a correctional, mental health, or hospital facility.

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

Human Resources Specialist 13 - 15

Four years of professional experience equivalent to a Human Resources Analyst, including two years equivalent to a Human Resources Analyst P11 or one year equivalent to a Human Resources Analyst 12.

### **Special Requirements, Licenses, and Certifications**

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

Certain positions may require a criminal history background check

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

HUMRESSPL

### **Job Code Description**

HUMAN RESOURCES SPECIALIST

### **Position Title**

Human Resources Specialist-2

### **Position Code**

HUMRSPL2

### **Pay Schedule**

NERE-182

Human Resources Specialist-3

HUMRSPL3

NERE-186

Human Resources Specialist-4

HUMRSPL4

NERE-188

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