

**MONTGOMERY COUNTY GOVERNMENT**  
**ROCKVILLE, MARYLAND**  
**CLASS SPECIFICATION**

**Code No. 000122**  
**Grade 22**

**HUMAN RESOURCES SPECIALIST II**

**DEFINITION OF CLASS:**

This is developmental professional staff work in a specialized personnel program area such as classification and compensation, labor/employee relations, employee services and benefits, employment, training or equal employment opportunity. Personal contacts on a regular and frequent basis include other staff members to exchange information, coordinate assignments, and resolve problems. Contacts are also made with upper management, supervisors, and employees in other County departments to obtain information, inform departments about personnel policies and procedures, and assess departmental needs related to personnel issues. Other contacts occur with representatives from agencies or organizations outside County government to conduct research, obtain guidance, or provide information. Incumbents in this class occasionally speak in front of groups or counsel employees or job applicants, but direct service or assistance to the public is limited.

An employee in this class conducts the more standard or limited assignments within the specific area of personnel specialization. The supervisor defines the objectives, priorities and deadlines for the work, but the employee plans and carries out the various phases of recurring assignments, referring to the supervisor only those situations not covered by instructions or precedents. The employee independently arranges the work sequence and procedures, but completed work is reviewed for accuracy, technical soundness, and conformity to established precedents and procedures. Guidelines used in the work include County policies, regulations and procedures, examples from previous projects or studies, and departmental regulations. The employee is required to handle unusual or non-standard situations through interpreting these guidelines and adopting creative solutions. The work complexity is marked by analyzing data, situations, or conditions and developing interpretations, courses of action, and solutions to problems or issues within a well-defined programmatic area. The work involves carrying out a range of customary assignments within a specific programmatic area. The work product affects the provision of personnel services to one or more County departments. Work is typically performed in an office environment. In the course of required advising or counseling employees or outside applicants, an employee on a limited basis may encounter abusive, aggressive or unpredictable behavior.

**EXAMPLES OF DUTIES: (Illustrative Only)**

**Classification and Compensation:** Involves planning and conducting classification studies of a variety of occupational classes, collecting and analyzing salary data, conducting a range of special classification or compensation-related studies or assignments and processing the administrative review of classification decisions.

- Conducts classification studies of occupational classes, which includes review and analysis of written documentation, desk audits to supplement and verify written documentation, salary surveys and salary data analysis, development of new or revised class specifications, evaluation of classes using a quantitative job evaluation system, and preparation of comprehensive reports

for review and comment by management and employees.

- Conducts classification studies of individual positions and recommends appropriate classification.
- Conducts and participates in salary surveys and preliminary analysis of salary data; utilizes automated data processing applications to store, analyze and display salary data.
- Provides guidance, assistance, and oversight to contractors engaged in classification studies or administrative review of classification decisions.
- Provides technical advice and guidance to employees, managers and department heads concerning classification and compensation matters; assists in resolving problems.
- Conducts special classification studies in response to reorganizations and reassignments.
- Performs related duties as required.

**Employment:** Involves development and implementation of recruitment strategy, examination development and administration, and analysis of applicant qualifications in support of the County Government's hiring and promotional processes.

- Evaluates applicants' qualifications to determine if minimum qualification requirements are met.
- Checks references on potential applicants for County employment; extends offers of employment to applicants, and arranges for pre-employment physical examination and orientation of new employees.
- Responds to applicant inquiries and complaints, both orally and in writing; provides employment information to potential applicants by telephone or in person.
- Provides information to managers concerning various employment-related policies and procedures, including recruitment, examination, transfer, promotion and demotion.
- Performs related duties as required.

**Employee Services and Benefits:** Responsible for development, maintenance, and administration of the County's complete benefit program including leave, all types of insurance, retirement, deferred compensation and dependent care assistance. Maintains the County's personnel data base and official personnel files.

- Determines eligibility and calculates retirement benefits for normal, early, discontinued service and disability retirements.
- Calculates and processes benefits payable at the death of an employee, retiree, or covered dependent.
- Counsels employees and other interested parties regarding benefit entitlements under the Retirement System and other benefit programs offered by the County.
- Coordinates disability retirement processing with the third party disability plan administrator to ensure that contract provisions are followed.
- Acts as contract administrator for various contracts for employee benefits, including preparation of requests for proposals, serving on the Qualification Selection Committee and recommending vendors for selection, monitoring vendor performance, and negotiating annual renewals.
- Performs related duties as required.

**Labor/Employee Relations:** Involves development and implementation of collective bargaining strategy in the negotiation of labor agreements and the carrying out of the meet and confer process; administers the contract grievance procedure and reviews all adverse actions for merit and procedural consistency.

- Reviews grievances and adverse actions for adherence to correct procedures.
- Participates in counseling employees and supervisors in attempt to settle conflicts informally.
- Conducts fact-finding for grievances, analyzes findings and prepares recommendation of disposition for determination by supervisor.
- Proposes changes to policies and procedures under review.
- Recommends supervisory and employee training content in the area of employee/labor relations.
- Performs related duties as required.

**Training:** Involves development and administration of contractor/in-house training programs, assisting departments with specific training and management development problems, administering tuition assistance, performance appraisal, and suggestion awards programs.

- Conducts county-wide or department-wide training programs in assigned areas. Issues training bulletins, and selects program participants.
- Prepares preliminary lesson plans and instructional materials.
- Participates in leading discussions, making presentations, showing films, conducting role plays, and utilizing other instructional methods.
- Assists county departments in identifying departmental training needs, and recommending training relating to departmental activities.
- Assists in the development of training objectives, course content, and selection of training methods. Participates in training departmental personnel in instructional techniques.
- Reviews Employee Tuition Assistance requests, which involves issuance of periodic training bulletins, counseling employees on benefits and requirements, recommending approval or disapproval of applications for assistance, monitoring payments to educational institutions, as well as financial and program record keeping.
- Monitors the implementation of performance planning and appraisal processes and application throughout County Government.
- Performs related duties as required.

**Equal Employment Opportunity:** Involves development, administration and evaluation of equal employment opportunity, disabled retraining, placement and accommodation, and career enhancement programs including resolution of EEO complaints.

- Assesses job skills of disabled employees and applicants by interviewing individuals, analyzing and evaluating educational, employment, and medical histories to make decisions on appropriate job placement.
- Reviews candidates for possible reasonable accommodation efforts and recommends job restructuring, alternative placement or rehabilitation/training.
- Conducts research, collects and analyzes data concerning career development and issues which have an impact on women and minorities to determine patterns of promotions, existing career paths, artificial barriers to upward mobility, opportunities for networking and advancement. Writes position papers, analyses, and status reports on program areas. Recommends procedures and policy options to management.
- Assesses employees to determine skills, abilities, values, interests and career goals. Provides appropriate career development counseling, guidance and assistance with problem solving and conflict resolution, job analysis, referrals and recommendations on career growth strategies
- Responds to discrimination complaints by investigating circumstances, researching related issues, negotiating resolutions and preparing written responses to charges.

- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the personnel principles and practices appropriate to the field of assignment.
- Knowledge of statistical concepts and procedures generally employed in personnel administration.
- Ability to rapidly acquire knowledge of the Montgomery County Government, its rules and regulations.
- Ability to prepare comprehensive records and reports.
- Ability to handle confidential information with discretion.
- Ability to arrive at sound decisions through detailed analysis and evaluation of information.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

**MINIMUM QUALIFICATIONS:**

**Experience:** Some (2 years) applicable professional experience in personnel administration.

**Education:** Bachelor's degree from an accredited college or university in Business or Public Administration or related field.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** July 1963

**Revised:** November 1977

February 1988

**Classification Study:** July 1993 (M)

August 2013

September 2014