

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

**Code No. 000123
Grade 18**

HUMAN RESOURCES SPECIALIST I

DEFINITION OF CLASS:

This is beginning level professional staff work in a personnel program area such as classification and compensation, labor/employee relations, training, employee services and benefits, employment, or equal employment opportunity. Work involves introductory level assignments specific to the assigned personnel program area. Personal contacts 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 or inform departments about personnel policies and procedures. 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 counsel employees or job applicants, but direct service or assistance to the public is limited.

An employee in this class is responsible for developing and applying the basic knowledge, skills and abilities necessary for performing recurring assignments in a specific program area within the Personnel Department. Work is assigned by the supervisor or higher level specialist who provides continuing guidance and advises on appropriate methods to carry out assignments. The employee carries out routine assignments independently and after receiving on-the-job training, receives more difficult projects or assignments. Completed work is thoroughly reviewed by the supervisor until more experience is gained by the employee in completing assignments. Guidelines include previous studies, projects or precedent situations which the employee adapts in applying to new, but similar work situations. The complexity of the work is marked by duties that involve analyzing data or situations to determine an appropriate course of action within a well-defined and delineated area of concern. As the employee demonstrates proficiency in each area, additional, more complex and sensitive projects are assigned. At first, the employee treats a variety of standard issues or situations in conformance with generally well-precedented projects. Increased proficiency and improved analytical skills yield additional work assignments. The work involves dealing with conventional or routine problems or situations in conformance with established criteria and affects the provision of personnel services to several County departments. The work product affects the operation of one or more County departments through the proper application of County personnel laws, policies and procedures. 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 assignments and processing appeals of classification decisions.

- Conducts classification studies of selected individual positions and prepares draft classification recommendations.

- Participates in salary surveys and preliminary analysis of salary data; utilizes automated data processing applications to store, analyze and display salary data.
- Monitors Administrative Review cases, assuring that process is conducted and completed in timely manner.
- Locates and provides information to contractors engaged in classification studies or review of classification appeals.
- Obtains and provides answers to procedural questions for employees, managers and department heads concerning classification and compensation matters; assists in resolving problems.
- 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.

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

Employee Services: Involves development, maintenance and administration of the County's complete employee benefit program including leave, all types of insurance, retirement, deferred compensation, and dependent care assistance. Also maintains the County's personnel data base and central personnel files.

- Provides information to management and employees on matters related to employee benefits and services.
- Participates in preparing drafts of preliminary memoranda, handbooks, booklets, etc. to communicate benefit information to employees.
- Observes conduct of retirement seminar for County employees.
- Participates in fringe benefit surveys.
- Assists higher grade employees in determining benefit entitlements for employees.
- 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.

- Participates in reviews of 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 draft recommendation of disposition for review by supervisor.
- Proposes changes to procedures under review.
- Assists higher graded specialist in reviewing 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.

- Participates in conducting county-wide training programs in specific areas. Issues training bulletins, and recommends selection of program participants. Participates in preparing preliminary lesson plans and instructional materials.
- Participates with higher graded specialist in assisting 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 involve issuance of periodic training bulletins, counseling employees on benefits and requirements, and monitoring payments to educational institutions.
- Participates in monitoring 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, handicapped retraining, placement and accommodation, and career enhancement programs including resolution of EEO complaints.

- Prepares draft assessments of job skills of disabled employees and applicants by reviewing educational, employment and medical histories.
- Reviews candidates for possible reasonable accommodation efforts and recommends job restructuring, alternative placement or rehabilitation/training.
- Participates with supervisors, managers and other staff in developing or restructuring positions to accommodate disabled employees.
- Reviews positions and job classifications to determine if tasks and medical requirements present artificial barriers to employment of handicapped individuals.
- Screens vacancies and matches the qualifications of the disabled with the requirements of the position.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES;

- Knowledge of the personnel principles and practices appropriate to the field of assignment.
- Ability to rapidly acquire knowledge of the Montgomery County Government, its rules and regulations.
- Ability to prepare records and reports.
- Ability to handle confidential information with discretion.
- Ability to communicate 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 (1 year) of applicable professional experience in personnel administration.

Education: Graduation from an accredited college or university with a Bachelor's Degree, 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: September 1963

Revised: October 1971

November 1977

February 1988

Classification Study: July 1993 (M)

August 2013

September 2014