# Job Code Catalog: Human Resources

**As of: 09/01/2017**

## Job Code: HRM010

**Job Title:** Mgr, Human Resources  
**Function:** Front Line Mgr  
**Sub Function:** Manager (1,2,3)  
**EEO-4:** Professionals  
**Salary Plan:** SWD  
**Grade:** M

### Job Summary
Manages human resource management and/or human resource development activities of an organization to maximize the strategic use of human resources. Maintains functions such as employee compensation, recruitment, policy development, and regulatory compliance. Oversees the development and implementation of human resources policies. Directs subordinate supervisors and staff.

### Entry Qualifications
Bachelor’s degree in a related field AND Three years of supervisory human resource experience. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

## Job Code: HRM011

**Job Title:** Mgr 2, Human Resources  
**Function:** Front Line Mgr  
**Sub Function:** Manager (1,2,3)  
**EEO-4:** Professionals  
**Salary Plan:** SWD  
**Grade:** N

### Job Summary
Leads human resource management and/or human resource development activities of an organization to maximize the strategic use of human resources. Maintains functions such as employee compensation, recruitment, policy development, and regulatory compliance. Oversees the development and implementation of human resources policies. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

### Entry Qualifications
Bachelor’s degree in a related field AND Four years of supervisory human resource experience. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

## Job Code: HRM012

**Job Title:** Sr Mgr, Human Resources  
**Function:** Front Line Mgr  
**Sub Function:** Senior Manager  
**EEO-4:** Professionals  
**Salary Plan:** SWD  
**Grade:** O

### Job Summary
Directs and coordinates human resource management and/or human resource development activities of an organization to maximize the strategic use of human resources. Maintains functions such as employee compensation, recruitment, policy development, and regulatory compliance. Oversees the development and implementation of human resources policies. Directs subordinate managers and staff.

### Entry Qualifications
Bachelor’s degree in a related field from an accredited college or university AND Five years of management human resource experience OR Two years of experience required at the lower level Mgr 2, Human Resources (HRM011) or position equivalent.

## Job Code: HRM013

**Job Title:** Dir, Human Resources  
**Function:** Mid Level Mgr  
**Sub Function:** Director  
**EEO-4:** Officials and Administrators  
**Salary Plan:** SWD  
**Grade:** P

### Job Summary
Oversees human resource management and/or human resource development activities of an organization to maximize the strategic use of human resources. Maintains functions such as employee compensation, recruitment, policy development, and regulatory compliance. Oversees the development and implementation of human resources policies. Provides leadership to subordinate managers and staff.

### Entry Qualifications
Bachelor’s degree in a related field from an accredited college or university AND Five years of management human resource experience OR Two years of experience required at the lower level Sr Mgr, Human Resources (HRM012) or position equivalent.
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**Job Summary**
Under supervision, provides multiple human resources services in support of an organization. Responsible for daily transactions, recruitment, benefits, training and other human resource functions.

**Entry Qualifications**
Associate's degree from an accredited college or university OR Two years of human resource experience.

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**Job Summary**
Under general supervision, provides multiple human resources services in support of an organization. Responsible for daily transactions, recruitment, benefits, training and other human resource functions.

**Entry Qualifications**
Bachelor’s degree from an accredited college or university OR Four years of human resource experience.

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**Job Summary**
Under broad supervision, may serve as a lead in human resources functions, including compensation, benefits, recruitment, employee relations, and personnel/payroll transactions. May instruct the work of transactions technicians and administrative staff.

**Entry Qualifications**
Bachelor’s degree from an accredited college or university AND One year of professional human resource experience OR Five years of professional human resource experience OR One year of experience required at the lower level HR Generalist 2 (HRP011) or position equivalent.

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**Job Summary**
Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises human resources functions, including compensation, benefits, recruitment, transactions, operations and employee relations in support of an organization. Develops and implements personnel policies consistent with overall agency objectives.

**Entry Qualifications**
Bachelor’s degree from an accredited college or university AND Two years of professional human resource experience as a lead worker/supervisor OR Six years of professional human resource experience, Two years of which as a lead worker/supervisor OR One year of experience required at the lower level HR Generalist 3 (HRP012) or position equivalent.

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**Job Summary**
Under supervision, provides analysis, research and technical expertise in a specific area of personnel within an organization. Assists with projects that have a significant impact to the agency.

**Entry Qualifications**
Bachelor’s degree from an accredited college or university AND One year of related experience in human resources. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.
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**Job Summary**
Under general supervision, provides analysis, research and technical expertise in a specific area of personnel within an organization. Assists with projects that have a significant impact to the agency.

**Entry Qualifications**
Bachelor’s degree from an accredited college or university AND Two years of related experience in human resources OR One year of experience required at the lower level HR Spec 1 (HRP020) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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**Job Summary**
Under broad supervision, provides analysis, research and technical expertise in one or more areas of personnel. Designs, plans and conducts, from concept to completion, projects with significant impact on the agency. May serve as lead worker.

**Entry Qualifications**
Master's degree in a related area from an accredited college or university AND One year of related professional human resources experience in one or more of the areas of assignment OR Bachelor's degree from an accredited college or university AND Three years of related professional human resources experience in one or more of the areas of assignment OR One year of experience required at the lower level HR Spec 2 (HRP021) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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**Job Summary**
Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises at least one function, such as job development and analysis, compensation, recruitment, benefits analysis, exam development, employee relations, and/or policy development. Supervises all activities related to area of expertise.

**Entry Qualifications**
Master's degree in a related area from an accredited college or university AND Two years of advanced professional human resources experience in one or more of the areas of assignment OR Bachelor's degree from an accredited college or university AND Four years of advanced professional human resources experience, One year of which as a lead worker in one or more of the areas of assignment OR One year of experience required at the lower level HR Spec 3 (HRP022) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.
Under the supervision performs duties for a variety of Human
Resource Management programs and provides assistance to program activities. Performs data collection and analysis for salary and benefit administration, salary, benefit and classification programs, compensation and benefit program design, assists in the development of policies and programs, and supports special projects.

**Entry Qualifications**
Associate's degree from an accredited college or university AND
One year of experience performing personnel-related functions
OR A high school diploma or GED AND Three years of experience performing human resources-related functions OR One year of experience required at the lower level HR Tech 3 (HRT012) or position equivalent.

**Job Summary**
Under broad supervision, performs duties for a variety of Human Resource Management programs and provides assistance to program activities. Performs data collection and analysis for salary and benefit administration, salary, benefit and classification programs, compensation and benefit program design, assists in the development of policies and programs, and supports special projects. Owns assigned tasks. May serve as a lead or train staff.

**Entry Qualifications**
Associate's degree from an accredited college or university AND
Two years of experience performing human resources functions
OR Four years of human resources experience.

**Job Summary**
Supervises, guides, and/or instructs the work assignments of subordinate staff, and aspects of compensation and/or benefits and/or employment functions to ensure utilization of state resources. Identifies and resolves complex employee relations, administrative or operation problems. May direct staff in appropriately processing personnel transactions and conducting standard operations.

**Entry Qualifications**
Associate's degree from an accredited college or university AND
Two years of experience performing human resources functions
OR Four years of human resources experience, Two years of which training lower level HR personnel or experience in a lead worker role.
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**Job Summary**

Under direct supervision, learns to enter and process personnel and payroll transactions. Compiles and files employment reports. Searches files and furnishes information to authorized persons.

**Entry Qualifications**

High school diploma or GED AND Six months of experience performing human resources related functions OR High school diploma or GED AND One year of post-secondary education at an accredited college or university.

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**Job Summary**

Under general supervision, enters and processes personnel and payroll transactions. Compiles and files employment reports. Searches files and furnishes information to authorized persons.

**Entry Qualifications**

High school diploma or GED AND One year of experience performing human resources related functions OR High school diploma or GED AND One year of post-secondary education at an accredited college or university.

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**Job Summary**

Under broad supervision, processes personnel and/or position actions and resolving related problems. Processes payroll information, distributes paychecks, performs benefit enrollments and/or claims processing. May serve as lead worker.

**Entry Qualifications**

Associate's degree from an accredited college or university OR High school diploma or GED AND Two years of experience performing human resources related functions OR One year of experience required at the lower level HR Tech 2 (HRT011) or position equivalent.

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**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages one or more functions of a personnel office which typically includes verification and authorization of personnel transactions, benefits, record management, payroll and/or applicant processing.

**Entry Qualifications**

Associate's degree from an accredited college or university AND One year of experience performing human resources related functions OR High school diploma or GED AND Three years of experience performing human resources related functions OR One year of experience required at the lower level HR Tech 3 (HRT012) or position equivalent.