

# Job Code Catalog: Human Resources

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRM010	Mgr, Human Resources	Front Line Mgr	Manager (1,2,3)	Professionals	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. Experience may be substituted on a year for year basis for education.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRM011	Mgr 2, Human Resources	Front Line Mgr	Manager (1,2,3)	Professionals	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. Experience may be substituted on a year for year basis for education.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRM012	Sr Mgr, Human Resources	Front Line Mgr	Senior Manager	Professionals	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.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRM013	Dir, Human Resources	Mid Level Mgr	Director	Officials and Administrators	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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP010	HR Generalist 1	Professional	Professional	Professionals	J

## 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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP011	HR Generalist 2	Professional	Professional	Professionals	K

## 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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP012	HR Generalist 3	Professional	Professional	Professionals	L

## 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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP013	HR Generalist Spv	Supervisor	Supervisor	Professionals	M

## 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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP020	HR Spec 1	Professional	Professional	Professionals	J

## 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: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP021	HR Spec 2	Professional	Professional	Professionals	K

## 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: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP022	HR Spec 3	Professional	Professional	Professionals	L

## 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: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP023	HR Spec Spv	Supervisor	Supervisor	Professionals	M

## 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: Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP050	HR Analyst 1	Professional	Professional	Professionals	G

## Job Summary

Under 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 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.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP051	HR Analyst 2	Professional	Professional	Professionals	H

## Job Summary

Under general 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 Two years of experience performing personnel-related functions.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP052	HR Analyst 3	Professional	Professional	Professionals	I

## 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 resource experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
HRP053	HR Analyst Spv	Supervisor	Supervisor	Professionals	J

## 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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRT010	HR Tech 1	Technician	Technician - Uncertified	Office/Clerical	F

## 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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRT011	HR Tech 2	Technician	Technician - Uncertified	Office/Clerical	G

## 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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRT012	HR Tech 3	Technician	Technician - Uncertified	Office/Clerical	H

## 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 Code	Job Title	Function	Sub Function	EEO-4	Grade
HRT013	HR Tech Spv	Supervisor	Supervisor	Office/Clerical	I

## 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.