As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
HRM010	Mgr, Human Resources	SWD	M
Min Salary \$53,310.72		Salary 677.24	Max Salary \$88,043.76
			ications
resource development ac maximize the strategic us functions such as employe policy development, and u	e management and/or human tivities of an organization to e of human resources. Maintains ee compensation, recruitment, regulatory compliance. Oversees olementation of human resources	Entry Qualif Bachelor's degree in a relate supervisory human resource equivalent combination of ec experience that provided the competencies required to su the level listed may be substi- basis.	d field AND Three years of experience. Note: An ducation and job specific e knowledge, experience and ccessfully perform the job at
Job Code	Job Title	Salary Plan	Grade
HRM011	Mgr 2, Human Resources	SWD	Ν
Min Salary \$59,331.12		Salary 955.29	Max Salary \$98,579.45
Job Summa	ry	Entry Qualif	ications
resource development ac maximize the strategic us functions such as employe policy development, and in the development and imp policies. Directs subording	anagement and/or human tivities of an organization to e of human resources. Maintains ee compensation, recruitment, regulatory compliance. Oversees olementation of human resources ate supervisors and staff. Will agency staff or have large scope tency.	Bachelor's degree in a related supervisory human resource equivalent combination of ed experience that provided the competencies required to su the level listed may be substi- basis.	experience. Note: An ducation and job specific knowledge, experience and ccessfully perform the job at
Job Code	Job Title	Salary Plan	Grade
HRM012	Sr Mgr, Human Resources	SWD	0
Min Salary \$66,134.16		Salary 309.47	Max Salary \$110,484.78
Job Summa	rv	Entry Qualif	ications
Directs and coordinates h and/or human resource d organization to maximize resources. Maintains func compensation, recruitmen regulatory compliance. On	uman resource management evelopment activities of an the strategic use of human ctions such as employee nt, policy development, and versees the development and n resources policies. Directs	provided the knowledge, exp	e years of management OR Two years of experience Igr 2, Human Resources Ient. Note: An equivalent d job-specific experience that

may be substituted on a year-over-year basis.

#### As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
HRM013	Dir, Human Resources	SWD	Р
Min Salary		Salary	Max Salary
\$73,821.60	\$98,	879.70	\$123,937.80
Job Summar	У	Entry Qualif	cations
Oversees human resource resource development acti maximize the strategic use functions such as employed policy development, and re the development and impl	management and/or human ivities of an organization to of human resources. Maintains e compensation, recruitment, egulatory compliance. Oversees ementation of human resources ip to subordinate managers and	Bachelor's degree in a related college or university AND Five human resource experience ( required at the lower level Sr (HRM012) or position equival combination of education and provided the knowledge, exp required to successfully perfor may be substituted on a year	e years of management DR Two years of experience Mgr, Human Resources ent. Note: An equivalent d job-specific experience that erience, and competencies orm the job at the level listed
Job Code	Job Title	Salary Plan	Grade
HRM020	HR Business Partner	SWD	Μ
Min Salary	Mid	Salary	Max Salary
\$53,310.72		677.24	\$88,043.76
Job Summar	M	Entry Qualif	cations
designated client business strategic consultation on h anticipating, assessing, and for strategic and/or innova implements and/or evalua address the organization's requirements. The HRBP m business literacy about the	ng relationships with oss the enterprise; aligning mployees and management in units; providing tactical and uman resources matters, and d addressing HR-related needs ative solutions. Develops, tes business strategies to ongoing human resource maintains an effective level of e organization's operational rategic goals, culture of work,	Bachelor's degree from an ac in human resources manager administration/management professional level human reso provided a hands-on working human resource functions OF professional level human reso provided a hands-on working human resource functions. No combination of education and experience that provides the competencies required to suc the level listed may be substi- basis.	nent or business and four (4) years of burces experience that knowledge across multiple eight (8) years of burce experience that knowledge across multiple ote: An equivalent d professional job specific knowledge, experience and ccessfully perform the job at
Job Code	Job Title	Salary Plan	Grade
HRP010	HR Generalist 1	SWD	J
Min Salary \$39,970.99		Salary 335.11	Max Salary \$64,699.23
services in support of an or	es multiple human resources rganization. Responsible for daily benefits, training and other	<b>Entry Qualif</b> Associate's degree from an ac OR Two years of human reso	ccredited college or university

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
HRP011	HR Generalist 2	SWD	К
Min Salary \$43,268.09		Mid Salary \$56,868.62	Max Salary \$70,469.15
Job Summ	arv	Entry Qual	ifications
Under general supervision resources services in sup	n, provides multiple human port of an organization. nsactions, recruitment, benefits,	OR Four years of human res	ccredited college or university ource experience.
Job Code	Job Title	Salary Plan	Grade
HRP012	HR Generalist 3	SWD	L
Min Salary \$47,982.94		Mid Salary \$63,351.55	Max Salary \$78,720.15
Job Summ	arv	Entry Qual	ifications
Under broad supervision resources functions, incl recruitment, employee r	, may serve as a lead in human uding compensation, benefits, elations, and personnel/payroll ct the work of transactions	AND One year of profession OR Five years of profession	ccredited college or university al human resource experience al human resource experience required at the lower level HR sition equivalent.
Job Code	Job Title	Salary Plan	Grade
HRP013	HR Generalist Spv	SWD	Μ
Min Salary \$53,310.72		Mid Salary \$70,677.24	Max Salary \$88,043.76
Job Summ	ary	Entry Qual	fications
Supervises, guides, and/ of subordinate staff. Sup functions, including com transactions, operations	or instructs the work assignment ervises human resources pensation, benefits, recruitment and employee relations in suppo lons and implements personnel	AND Two years of professio as a lead worker/supervisor brt human resource experience	ccredited college or university nal human resource experience OR Six years of professional , Two years of which as a lead

of an organization. Develops and implements personnel policies consistent with overall agency objectives.

worker/supervisor OR One year of experience required at the lower level HR Generalist 3 (HRP012) or position equivalent.

# As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
HRP014	HR Generalist 4	SWD	Μ
Min Salary \$53,310.72		Salary 677.24	Max Salary \$88,043.76
Job Summa	r.v.	Entry Qualificat	ions
Under limited supervision resources functions, that i management, compensati and development, complis employee relations in sup	, performs high level human ncludes, but not limited to talent ion, employee benefits, training ance, workplace safety, and port of an organization. Assist in lementation of personnel policies	Bachelor's degree from an accree AND Two years of professional h OR Six years of professional hum OR One year of experience requi Generalist 3 (HRP012) or position	dited college or university uman resource experience an resource experience red at the lower level HR
Job Code	Job Title	Salary Plan	Grade
HRP020	HR Spec 1	SWD	J
Min Salary \$39,970.99		Salary 335.11	Max Salary \$64,699.23
Job Summa	r.v.	Entry Qualificat	ions
Under supervision, provid technical expertise in a sp		Bachelor's degree from an accree AND One year of related experie Note: An equivalent combination specific experience that provided experience and competencies re perform the job at the level liste year-over-year basis.	nce in human resources. n of education and job d the knowledge, quired to successfully
Job Code	Job Title	Salary Plan	Grade
HRP021	HR Spec 2	SWD	К
Min Salary \$43,268.09		Salary 868.62	Max Salary \$70,469.15
Job Summa	ry	Entry Qualificat	ions
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.		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	

basis.

#### As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
HRP022	HR Spec 3	SWD	L
Min Salary \$47,982.94		l Salary 351.55	Max Salary \$78,720.15
technical expertise in o Designs, plans and cond	<b>nary</b> n, provides analysis, research and ne or more areas of personnel. ducts, from concept to completion, t impact on the agency. May serve	Entry Qualificat Master's degree in a related area college or university AND One ye human resources experience in o of assignment OR Bachelor's deg college or university AND Three professional human resources ex of the areas of assignment OR O required at the lower level HR Sp equivalent. Note: An equivalent and job specific experience that experience and competencies re perform the job at the level liste year-over-year basis.	a from an accredited ear of related professional one or more of the areas gree from an accredited years of related xperience in one or more ne year of experience oec 2 (HRP021) or position combination of education provided the knowledge, equired to successfully
Job Code	Job Title	Salary Plan	Grade
HRP023	HR Spec Spv	SWD	Μ
Min Salary \$53,310.72		l Salary 677.24	Max Salary \$88,043.76
Job Sumr	nary	Entry Qualifications	

#### 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.

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.

# As of: 2/21/24

Job Coue Catalog. Human Resource		A3 01. 2/21/24	
Job Code	Job Title	Salary Plan	Grade
HRP024	HR Specialist 4	SWD	М
Min Salary \$53,310.72		d Salary ,677.24	Max Salary \$88,043.76
Job Summary		Entry Qualificatio	ns
Under limited supervision p at least one function, such a analysis, compensation, rec exam development, employ development. Performs all a expertise. Provides advance technical expertise in a spec	erforms at an advanced level in is job development and ruitment, benefits analysis,	Completion of a bachelor's degree college or university 6 ¿ 8 years of human resources experience in on of assignment OR Master's degree to 6 years of related professional h experience in one or more of the a Professional experience may subst year for year basis	related professional e or more of the areas in a related area AND 4 uman resources reas of assignment.
Job Code	Job Title	Salary Plan	Grade
HRP050	HR Analyst 1	SWD	G
Min Salary	Mic	d Salary	Max Salary
\$31,771.59	\$41	,060.94	\$50,350.29
Resource Management pro- to program activities. Perfor for salary and benefit admir classification programs, con	duties for a variety of Human grams and provides assistance rms data collection and analysis histration, salary, benefit and pensation and benefit ne development of policies and	Associate's degree from an accred AND One year of experience perfo functions OR High school diploma of experience performing human r functions OR One year of experien level HR Tech 3 (HRT012) or positio	rming personnel-related or GED AND Three years esources related ce required at the lower
Job Code	Job Title	Salary Plan	Grade
HRP051	HR Analyst 2	SWD	н
Min Salary \$34,248.75		d Salary ,467.04	Max Salary \$54,685.32
Job Summary		Entry Qualificatio	ns
Under general supervision p Human Resource Managem assistance to program activ	performs duties for a variety of ent programs and provides ities. Performs data collection penefit administration, salary, ograms, compensation and ists in the development of	Associate degree from an accredit and two years of experience perfo functions; or Two years of direct h experience: or Two years of experi HR Analyst 1 (HRP050). Note: An e combination of knowledge, educat experience, training, or certificatio necessary knowledge and skills to	rming personnel-related uman resources ence at the lower-level quivalent tion, job or intern ns that provides the

job at the level listed may be substituted year-over-year.

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
HRP052	HR Analyst 3	SWD	I
Min Salary \$36,973.63		l Salary 213.74	Max Salary \$59,453.85
Job Summ	arv	Entry Qualific	ations
Under broad supervision Human Resource Manag assistance to program ac and analysis for salary an benefit and classification benefit program design,	, performs duties for a variety of ement programs and provides tivities. Performs data collection d benefit administration, salary, programs, compensation and assists in the development of nd supports special projects. Owns	Associate's degree from an acc AND Two years of experience p functions OR Four years of hun	performing human resources
Job Code	Job Title	Salary Plan	Grade
HRP053	HR Analyst Spv	SWD	J
Min Salary \$39,970.99		l Salary 335.11	Max Salary \$64,699.23
of subordinate staff, and benefits and/or employn of state resources. Identi employee relations, adm	or instructs the work assignments aspects of compensation and/or ment functions to ensure utilization ifies and resolves complex inistrative or operation problems. priately processing personnel	<b>Entry Qualific</b> Associate's degree from an acc AND Two years of experience p functions OR Four years of hum Two years of which training low experience in a lead worker ro	redited college or university performing human resources nan resources experience, wer level HR personnel or
Job Code	Job Title	Salary Plan	Grade
HRT010	HR Tech 1	SWD	F
Min Salary \$29,519.63		l Salary 401.50	Max Salary \$45,283.37
personnel and payroll tra	, learns to enter and process ansactions. Compiles and files arches files and furnishes	Entry Qualific High school diploma or GED AN performing human resources r school diploma or GED AND Or education at an accredited coll	ND Six months of experience elated functions OR High ne year of post-secondary

As of: 2/21/24

Job Code	Job Title	Salary Plan	Grade
HRT011	HR Tech 2	SWD	G
Min Salary \$31,771.59		Salary D60.94	Max Salary \$50,350.29
- ·	, enters and processes personnel Compiles and files employment	<b>Entry Qualifi</b> High school diploma or GED A performing human resources school diploma or GED AND C education at an accredited co	ND One year of experience related functions OR High One year of post-secondary
Job Code	Job Title	Salary Plan	Grade
HRT012	HR Tech 3	SWD	Н
Min Salary \$34,248.75		Salary 467.04	Max Salary \$54,685.32
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.		<b>Entry Qualifications</b> 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.	
Job Code	Job Title	Salary Plan	Grade
HRT013	HR Tech Spv	SWD	I
Min Salary \$36,973.63		Salary 213.74	Max Salary \$59,453.85
of subordinate staff. Mana	ry instructs the work assignments ages one or more functions of a bically includes verification and	<b>Entry Qualifi</b> Associate's degree from an ac AND One year of experience p related functions OR High sch	credited college or university performing human resources

personnel office which typically includes verification and authorization of personnel transactions, benefits, record management, payroll and/or applicant processing.

# 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.

# As of: 2/21/24

Job Code	Job Title	Salary Pl	an Grade	
HRT014	HR Tech 4	SWD	I	
Min Salary		Mid Salary	Max Salary	
\$36,973.63		\$48,213.74	\$59,453.85	
Lab Commen		Entry Qualifications		

#### Job Summary

Under limited supervision, performs one or more functions of a personnel office, typically including verification and authorization of personnel transactions, benefits, record management, payroll and/or applicant processing, personnel and/or position actions, and resolving related problems. Processes payroll information, performs benefit enrollments and/or claims 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.