

# Job Code Catalog: Human Resources

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
HRM010	Mgr, Human Resources	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and three (3) years of managerial or supervisory experience in human resources. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRM011	Mgr 2, Human Resources	SWD	N
Min Salary \$62,331.12	Mid Salary \$81,955.29		Max Salary \$101,579.45
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and four (4) years of managerial or supervisory experience in human resources; or two (2) years of experience required at the lower level Mgr, Human Resources (HRM010) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRM012	Sr Mgr, Human Resources	SWD	O
Min Salary \$69,134.16	Mid Salary \$91,309.47		Max Salary \$113,484.78
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and five (5) years of managerial or supervisory experience in human resources; or two (2) years of experience required at the lower level Mgr 2, Human Resources (HRM011) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year."		

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Job Code	Job Title	Salary Plan	Grade
HRM013	Dir, Human Resources	SWD	P
Min Salary \$76,821.60	Mid Salary \$101,879.70		Max Salary \$126,937.80
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and six (6) years of managerial or supervisory experience in human resources; or two (2) years of experience required at the lower level Sr Mgr, Human Resources (HRM012) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year..		

Job Code	Job Title	Salary Plan	Grade
HRM020	HR Business Partner	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
<b>Job Summary</b> The HR Business Partner (HRBP) is responsible for maintaining positive working relationships with organizational leaders across the enterprise; aligning business objectives with employees and management in designated client business units; providing tactical and strategic consultation on human resources matters, and anticipating, assessing, and addressing HR-related needs for strategic and/or innovative solutions. Develops, implements and/or evaluates business strategies to address the organization's ongoing human resource requirements. The HRBP maintains an effective level of business literacy about the organization's operational plans, financial position, strategic goals, culture of work, and competition for talent.	<b>Entry Qualifications</b> High school diploma/GED and eight (8) years of professional level human resource experience that provided a hands-on working knowledge across multiple human resource functions. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRP010	HR Generalist 1	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
<b>Job Summary</b> Under supervision, provides multiple human resources services in support of an organization. Responsible for daily transactions, recruitment, benefits, training and other human resource functions.	<b>Entry Qualifications</b> High school diploma/GED and two (2) years of human resource experience. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

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Job Code	Job Title	Salary Plan	Grade
HRP011	HR Generalist 2	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
<b>Job Summary</b> 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.		<b>Entry Qualifications</b> High school diploma/GED and four (4) years of human resource experience; or one (1) year of experience required at the lower level HR Generalist 1 (HRP010) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

Job Code	Job Title	Salary Plan	Grade
HRP012	HR Generalist 3	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
<b>Job Summary</b> 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.		<b>Entry Qualifications</b> High school diploma/GED and five (5) years of professional human resource experience; or one (1) year of experience required at the lower level HR Generalist 2 (HRP011) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

Job Code	Job Title	Salary Plan	Grade
HRP013	HR Generalist Spv	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
<b>Job Summary</b> 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.		<b>Entry Qualifications</b> High school diploma/GED and seven (7) years of professional human resource experience, which includes three (3) years in a lead worker, team leader, or supervisory role; or one (1) year of experience required at the lower level HR Generalist 4 (HRP014) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

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Job Code	Job Title	Salary Plan	Grade
HRP014	HR Generalist 4	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
<b>Job Summary</b> Under limited supervision, performs high level human resources functions, that includes, but not limited to talent management, compensation, employee benefits, training and development, compliance, workplace safety, and employee relations in support of an organization. Assist in the development and implementation of personnel policies consistent with overall agency objectives.	<b>Entry Qualifications</b> High school diploma/GED and six (6) years of professional human resource experience; or one (1) year of experience required at the lower level HR Generalist 3 (HRP012) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRP020	HR Spec 1	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and one (1) year of job-related experience in human resources.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRP021	HR Spec 2	SWD	K
Min Salary \$44,998.81	Mid Salary \$59,143.37		Max Salary \$73,287.92
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and two (2) years of job-related experience in human resources; or one (1) year of experience required at the lower level HR Spec 1 (HRP020) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

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Job Code	Job Title	Salary Plan	Grade
HRP022	HR Spec 3	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and three (3) years of job-related experience in human resources; or one (1) year of experience required at the lower level HR Spec 2 (HRP021) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRP023	HR Spec Spv	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and five (5) years of job-related experience in human resources, which include one (1) year in lead worker, team leader, or supervisory role; or one (1) year of experience required at the lower level HR Spec 4 (HRP024) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRP024	HR Specialist 4	SWD	M
Min Salary \$56,310.72	Mid Salary \$73,677.24		Max Salary \$91,043.76
<b>Job Summary</b> Under limited supervision performs at an advanced level in at least one function, such as job development and analysis, compensation, recruitment, benefits analysis, exam development, employee relations, and/or policy development. Performs all activities related to the area of expertise. Provides advance level analysis, research, and technical expertise in a specific area of personnel within an organization. Assists with projects that have a significant impact on the agency.	<b>Entry Qualifications</b> Completion of a bachelor's degree from an accredited college or university 6 to 8 years of related professional human resources experience in one or more of the areas of assignment OR Master's degree in a related area AND 4 to 6 years of related professional human resources experience in one or more of the areas of assignment. Professional experience may substitute for the degree on a year for year basis		

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Job Code	Job Title	Salary Plan	Grade
HRP050	HR Analyst 1	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and three (3) years of experience performing human resources related functions; or one (1) year of experience required at the lower level HR Tech 3 (HRT012) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year."		

Job Code	Job Title	Salary Plan	Grade
HRP051	HR Analyst 2	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and four (4) years of experience performing human resources job-related functions; or one (1) year of experience required at the lower level HR Analyst 1 (HRP050) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRP052	HR Analyst 3	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and five (5) years of experience performing human resources job-related functions; or one (1) year of experience required at the lower level HR Analyst 2 (HRP051) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

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Job Code	Job Title	Salary Plan	Grade
HRP053	HR Analyst Spv	SWD	J
Min Salary \$41,569.83	Mid Salary \$54,428.52		Max Salary \$67,287.20
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and six (6) years of experience performing human resources job-related function, which includes two (2) years in a lead worker, team leader, or supervisory role; or one (1) year of experience required at the lower level HR Analyst 3 (HRP052) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRT010	HR Tech 1	SWD	F
Min Salary \$30,700.42	Mid Salary \$38,897.56		Max Salary \$47,094.70
<b>Job Summary</b> 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.	<b>Entry Qualifications</b> High school diploma/GED and six (6) months of work experience. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

Job Code	Job Title	Salary Plan	Grade
HRT011	HR Tech 2	SWD	G
Min Salary \$33,042.45	Mid Salary \$42,703.38		Max Salary \$52,364.30
<b>Job Summary</b> Under general supervision, enters and processes personnel and payroll transactions. Compiles and files employment reports. Searches files and furnishes information to authorized persons.	<b>Entry Qualifications</b> High school diploma/GED and one (1) year of experience performing human resources job-related functions; or one (1) year of experience required at the lower level HR Tech 1 (HRT010) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.		

# Job Code Catalog: Human Resources

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Job Code	Job Title	Salary Plan	Grade
HRT012	HR Tech 3	SWD	H
Min Salary \$35,618.70	Mid Salary \$46,245.72		Max Salary \$56,872.73
<b>Job Summary</b> 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> High school diploma/GED and two (2) years of experience performing human resources job-related functions; or one (1) year of experience required at the lower level HR Tech 2 (HRT011) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

Job Code	Job Title	Salary Plan	Grade
HRT013	HR Tech Spv	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
<b>Job Summary</b> 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.		<b>Entry Qualifications</b> High school diploma/GED and four (4) years of experience performing human resources job-related functions, which includes one (1) year in a lead worker, team lead, or supervisory role; or one (1) year of experience required at the lower level HR Tech 4 (HRT014) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	

Job Code	Job Title	Salary Plan	Grade
HRT014	HR Tech 4	SWD	I
Min Salary \$38,452.58	Mid Salary \$50,142.29		Max Salary \$61,832.00
<b>Job Summary</b> 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.		<b>Entry Qualifications</b> High school diploma/GED and three (3) years of experience performing human resources job-related functions; or one (1) year of experience required at the lower level HR Tech 3 (HRT012) or position equivalent. Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	