

HUMAN RESOURCES

Job Family Definition

Human resources management is the strategic and operational management of activities related to the performance of the human resources in an organization. Human resource professionals act as consultants to line management, giving technical advice in areas related to the human resources of State agencies. They also do activities related to human resources that support organizational line functions. The job family includes these work activities:

- 1. Human Resource Planning and Analysis**
 - a. Human resource planning
 - b. Job analysis and classification
 - c. Human resource information and assessment systems
- 2. Employee and Labor/Management Relations**
 - a. Health and Safety
 - b. Employee rights and human resource policies
 - c. Union/management relations
 - d. Performance management
 - e. Contract administration
 - f. Collective bargaining
- 3. Compensation and benefits**
 - a. Wage/salary administration
 - b. Incentives
 - c. Benefits
- 4. Equal opportunity employment compliance**
- 5. Staffing**
 - a. Recruitment
 - b. Selection
- 6. Human resource development**
 - a. Orientation
 - b. Training
 - c. Employee development
 - d. Career planning
 - e. Performance appraisal

Typical Staffing Patterns

State agencies employ a mixture of human resource generalists and specialists. A generalist works in three or more of the areas listed. A specialist works in one or two specialty areas such as recruitment, job analysis and classification, compensation, labor relations, Training and Development, or Occupational Health and Safety.

An agency's typical staffing pattern will include a mixture of human resource generalists; specialists in Human Resource Management, Safety or Training; and paraprofessional assistants. Typically, a Principle Executive Manager will lead a medium to large State agency human resource unit. Subordinate managers that report to a higher level human resource manager lead human resource units in the largest agencies. A Human resource generalist manages the HR activities in a small agency, and may supervise one or two clerical and technical staff positions.

Training and Development and Safety Specialists may report to operational-line functions and not to Human Resources Managers. The position work can include either exclusively or as part of other duties training or giving consultative advice to community partner organizations or the public that receive State services.

The Department of Administrative Services manages centralized functions for collective bargaining, classification, compensation, training, special workforce programs and human resource information. In addition, this agency manages an oversight human resource function and employs human resource generalists to monitor compliance with human resource related State statutes and policies and give HR advice to State agencies and develop statewide human resource programs and policies.

The following classifications are included in this job family:

- Human Resources Technician
- Human Resources Analyst 1-3
- Training and Development Specialist 1-2
- Safety Specialist 1-2
- State Labor Relations Manager

These classifications will replace:

- Personnel Technician
- Personnel Officer 1 – 3
- Training Specialist
- Agency Program Trainer
- Positions in Executive Analyst 1-4 requiring a background in human resources
- Various positions in the Program Technician and Program Representative series
- Positions in the Principle Contributor series requiring knowledge of labor relations and collective bargaining.