

# Market Range Detail - Human Resources Specialist

## Effective Date

April 11, 2016

## Market Range Title Description

Positions in this market range title provide paraprofessional, administrative and technical support in one or more functional areas of human resources in a department or the Central Human Resources department.

Job duties typically include: providing information and assistance to HR staff, employees and supervisors; assisting in researching human resources issues and questions; assisting in the explanation of County policies and procedures to employees and supervisors; coordinating the process for all department new hires; participating in the pre-employment application review and interview process; generating HR related reports; preparing and distributing letters and memos; preparing paperwork such as job requisitions, new hire forms, personnel action forms (PAFs) position management forms (PMFs), etc.; scheduling job interviews. Senior level incumbents may provide training and/or direct the work of less senior staff.

This market range title differs from the Human Resources Associate market range title in that the former is primarily responsible for providing paraprofessional human resources administrative support and the latter is responsible for entry-level professional human resources work and perform more complex analysis of human resources matters.

## Market Range

### Minimum Hourly Rate

\$16.95

### Midpoint / Hiring Maximum

\$21.35

### Maximum Hourly Rate

\$25.75

## Likely Minimum Qualifications

- High School Diploma or GED
- Three years of specialized administrative experience.
- Associates Degree may be preferred.
- Experience working in a Human Resources environment preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Compensation Technician
- Estate Benefits Specialist
- Human Resources Assistant
- Human Resources Specialist
- Human Resources Technician

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.