



**Job Posting: #11-02-09**

**Human Resources Specialist II**

**Non-Merit Position**

**(This position is exempt from the State of Delaware Merit System)**

**Opening Date:** November 12, 2009

**Closing Date:** November 25, 2009

**Salary:** PG 13 \$36,451

**Location:** DSP Headquarters, Dover, DE

**Nature and Scope:**

This is human resource management work at the full performance level. Positions at this level typically report to a technical superior.

- Full performance (full range of human resource activities for assigned human resource function(s).
- Receives less supervisory direction and assistance than at the I level. Supervisor does periodic review of progress.
- Positions at this level have latitude to consider which among many procedures would be followed in what sequence to achieve the required job results due to changing priorities or differing situations.
- Evaluates the relevance of human resource principles, concepts, rules and regulations to tailor them to develop a different approach to fit specific/individual circumstances.
- May act as work leader providing guidance/direction to lower level professional and/or technical personnel or planning, assigning, reviewing and evaluating the work of lower level professional, technical and clerical personnel.
- Regular contacts are typically with agency staff, other state agencies and others outside state government, regardless of the method of communication, primarily for the purpose of gathering and evaluating information and providing information, recommendations, and guidance/direction.

**Essential Functions:**

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Interprets, explains and applies applicable state and federal laws, rules, regulations, policies and procedures.
- Develops and recommends policies and procedures consistent with merit system laws, rules, regulations, priorities, objectives and new federal mandates.
- Develops and implements programs to ensure compliance with state and federal laws, the policies of the Office of Management and Budget and to meet operational needs of human resource functions.
- Collects, analyzes and evaluates data from a variety of sources and presents/communicates information effectively.
- Identifies and analyzes inquiries/problems/needs/issues, assesses their impact and generates and evaluates alternatives.
- Provides recommendations, guidance and direction to management for the purpose of understanding, meeting organizational and operational goals and objectives and identifying/resolving problems/needs.
- Implements human resource functions, policies, procedures, systems and plans.
- Provides representation at meetings, hearing, contract negotiations, presentations, proceedings and committees.
- Monitors and ensures compliance with state and federal laws, rules, regulations, policies and procedures, requirements, guidelines, contract agreements and budgets.
- Conducts projects and studies.

**Knowledge, skills and abilities:**

Note: The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSAs listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the principles and practices of public administration.
- Knowledge of the principles and practices of human resource management.
- Knowledge of assigned functional area(s) of human resource management, i.e., labor relations, classification, compensation, recruitment, selection, equal employment/affirmative action, employee benefits, safety and risk management, etc.

- Knowledge of applicable state, federal and departmental laws, rules, regulations, policies, procedures and processes pertaining to assigned human resource function(s).
- Skill in the interpretation and application of applicable laws, rules, regulations, policies, procedures, collective bargaining agreements and administrative guidelines.
- Skill in the collection, analysis, evaluation and presentation of data from a variety of sources.
- Skill in communicating effectively.
- Ability to use sound judgment and reach logical conclusions.
- Ability to identify and analyze problems/needs/issues, assess their impact and make recommendations.
- Ability to provide guidance and direction to a variety of people pertaining to applicable laws, rules, regulations, policies and procedures and assigned human resource function(s).
- Ability to establish and maintain effective working relationships with a variety of people.

**SELECTIVE REQUIREMENTS:**

Selective Requirements must be met in addition to the job requirements. Applicants who do not possess the selective requirement will not be qualified.

**Automated Human Resources System (PHRST) experience processing Benefits/Payroll/Human Resources.**

**JOB REQUIREMENTS for Human Resources Specialist II**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas

1. Possession of a Bachelors degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science or related field OR possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional human resource certification OR for current State employees, the Office of Management and Budget Human Resource Certification.
2. At least one year experience performing professional human resource activities in a human resource office such as Labor Relations, Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA.
3. Experience in human resource which includes performing professional human resource activities in a human resource office such as Labor Relations, Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA.
4. Experience in the interpreting of human resource laws, rules, regulations, standards, policies and procedures.
5. Experience in analyzing human resource problems, developing alternatives and recommending and advising management on solutions.
6. Experience in narrative report writing.

**Conditions of Employment:**

Direct deposit of paychecks is required as a condition of employment.

Background requirements: Applicant must pass a thorough background check administered by the Delaware State Police.

**Benefits:** To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://delawarepersonnel.com/benefits/index.htm>

**APPLICATIONS:**

Please submit a Delaware State Police civilian application to:

**DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903**

**Applications can be found at our website at:**

<http://www.dsp.delaware.gov/recruiting/civilian.shtml>

**Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903**

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The State of Delaware - An Equal Opportunity and Affirmative Action Employer**