

Title: <b>Personnel Specialist</b>	Effective Date: May 20, 2011	Grade: XIII	Job Category: Professional
Prior Title: Personnel Specialist	Prior Effective Date: October 18, 2010	Grade: XIII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is responsible for performing advisory and consultant work in assisting the Human Resources Division Head and/or high level administrators.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Provide advisory and consultative assistance to agency high level administrators.
- Study and analyze operational procedures, specifically personnel policies and procedures.
- Assist in developing personnel policies and procedures.
- Review and reply to correspondence.
- Conduct independent studies and prepare reports.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree in human resources management or related field from an accredited college or university, or four years experience in the field of human resources. Ability to interpret and apply the policies and procedures included in the Department's Personnel Manual and pay plan. Thorough familiarity and understanding of federal and state employment laws and regulations. Above average analytical and mathematical abilities. Excellent verbal and written communication skills. Compensation management and/or interviewing experience desired.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*