

Missouri Department of Transportation

Code: R04605

Title: Intermediate Human Resources Specialist

Exemption Status: Non-Exempt

Grade: 13

Job Description

Effective Date 04-01-2006

Replaces (Effective Date) 01-01-2005

General Summary The intermediate human resources specialist performs varied and moderately complex activities in regards to researching and developing recommendations concerning complex personnel programs and policies, and serves in an advisory capacity in standard human resources related activities. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field
Two years of professional human resources experience.

Supervisory Responsibilities None

Location Central and District Offices - Human Resources, Equal Opportunity

Special Working Conditions/Job Characteristics Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

- (1) Recruits and pre-screens applicants, including affirmative action recruiting; provides advisory assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
- (2) Provides advisory assistance to supervisors related to federal and state laws, current policies, procedures, and guidelines to ensure uniform compliance.
- (3) Conducts job analysis on new or existing jobs; formulates recommendations on placement of the job within the salary structure; writes reports and job descriptions.
- (4) Collects, researches, and analyzes information to formulate personnel policies and develop human resources procedures; prepares responses to routine legislative requests and other internal and external requests for information; makes recommendations based on information gathered.
- (5) Develops, coordinates, and monitors the affirmative action program with advisory assistance and field audits; may assist in investigations of employee grievances and claims of discrimination, harassment, or retaliation.

- (6) Conducts compliance training and employee orientation programs.
- (7) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.