

# Missouri Department of Transportation

Code: R04849

Title: Human Resources Specialist

Exemption Status: Non-Exempt

Grade: 11

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## Job Description

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 01-01-2005

**General Summary** The human resources specialist performs routine entry-level activities in regards to researching and developing recommendations concerning routine personnel programs and policies, and serves in an advisory capacity in standard human resources related activities. Responsibilities are performed under direct supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field

**Supervisory  
Responsibilities** None

**Location** Central and District Offices - Human Resources, Equal Opportunity

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

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## Examples of Work

- (1) Recruits and pre-screens applicants, including affirmative action recruiting; provides general assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
- (2) Provides information on current policies, procedures, and guidelines as needed, assists supervisors on matters related to the administration of personnel policies, regulations, and department programs 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, summarizes, and provides routine analysis of information and data related to personnel policies and human resources programs; prepares responses to questions or requests for information of limited complexity.
- (5) Reviews information, data, and forms related to equal employment opportunity and affirmative action requirements; compiles data necessary for monitoring compliance and prepares related reports.
- (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.**