

Missouri Department of Transportation Job Description

Job Title: Human Resources Specialist

Title Code: R04849

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – Human Resources

Effective Date: 12-01-2024

Replaces (Effective Date): 08-01-2023

General Summary

The human resources specialist performs routine entry-level activities to research and develop 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, **OR**.
- Four years of relevant experience.

Special Working Conditions/Job Characteristics

- Job may require occasional, statewide or out-of-state, overnight travel.

Examples of Work

1. Recruits and pre-screens applicants; 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.