

Missouri Department of Transportation Job Description

Job Title: Intermediate Human Resources Specialist

Title Code: R04605

Salary Grade: 8

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 intermediate human resources specialist performs varied and moderately complex activities regarding 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, **AND** two years of relevant experience, **OR**.
- Six 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 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. 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.