Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Human Resources Professional 1

Definition

Performs trainee to full performance professional level human resources management work in Department of Administrative Services (DAS-HRE) or a state agency; performs related work as required.

> *The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

Work Examples

Functions, in a training capacity, as a consultant to assigned executive branch agencies to ensure that human resources management functions are delivered and applied consistently and in a timely manner as required by DAS-HRE rules, policies, procedures, and collective bargaining agreements; consults with and advises agency management on disciplinary measures, collective bargaining administration, civil rights complaints, discriminatory harassment complaints, and other human resources issues.

Represents DAS-HRE in contested case hearings related to job classification, exclusion from applicant lists, and other human resources issues.

Reviews requests to change or develop new job class descriptions, classification series guidelines; develops minimum qualifications, selectives, and competencies; assists in salary surveys and analysis; assists in the job evaluation process.

Provides assistance to a program specialist/manager in the execution of a program; drafts or reviews policy and procedure to recognize program changes; communicates changes to internal and external customers.

Provides information to agency human resources staff on employee benefits.

Develops and executes the human resources management program in recruitment, affirmative action and/or diversity planning, selection, or workforce planning within an agency outside of DAS.

Monitors the operation of assigned programs, compiles reports, evaluates data, and makes recommendations for program or policy changes; writes necessary correspondence.

Interprets laws, rules, and policies governing the human resources program area assigned; acts as a resource to staff.

Competencies Required

Knowledge:

- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and negotiation.

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.

- Speed of Closure – Quickly make sense of, combine, and organize information into meaningful patterns.

- Written Expression – Communicate information and ideas in writing so others will understand.

- Speech Clarity – Speak clearly so others can understand.

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.

- Speech Recognition – Identify and understand the speech of another person.

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.

- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.

- Speaking – Talking to others to convey information effectively.

- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

- Negotiation – Bringing others together and trying to reconcile differences.

- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Service Orientation – Actively looking for ways to help people.

- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

1) Graduation from an accredited four-year college or university with a Bachelor's degree.

2) A combination of a total of four years of education and full-time experience in technical or professional human resources work, where thirty semester hours of accredited college or university course work equals one year of full-time experience.

3) Current, continuous experience in the state executive branch that includes three years of full-time work performing technical human resources work.

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