Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Human Resources Professional Series

Classes in the Series

Class Code	Class Title
00756	Human Resources Professional 1
00757	Human Resources Professional 2
00758	Human Resources Program Coordinator

Series Concept

This series includes position incumbents who perform professional level human resources work. Professional human resources work includes consultative and program expertise in employment, position classification, compensation, labor relations, collective bargaining administration, consultation services, workers' compensation, and benefits administration.

Position incumbents receive a general outline of work and develop their own methods within established policies. Work is diversified and involves multiple unrelated steps. Analytical thought is required to deal with complex data and situations. Position incumbents exercise considerable independent judgment. Primary contacts with others are to advise/consult, influence, make formal presentations, or facilitate/negotiate to achieve common understanding and/or solutions to problems.

Positions at the first level may be located in both departments/agencies and in the Department of Administrative Services-Human Resources Enterprise (DAS-HRE). Positions at the second and third levels are located only in DAS-HRE.

Exclusions

The following are excluded from classification within this series:

1. Positions that perform technical human resource work are classified in the Human Resources Technical Series. Technical human resources work includes processing duties related to compensation, benefits, employment, and payroll; and providing technical advice to agency human resources on labor relations issues.
2. Positions that perform professional level training are classified in the Training Specialist Series.
3. Positions that provide assistance in affirmative action and equal employment opportunity (AA/EEO) matters for employees, supervisors and administrators; or positions that conduct a statewide affirmative action program or a segment of a statewide program for a department are classified in the Affirmation Action Compliance Officer Series.
4. Positions that apply affirmative action/equal opportunity principles and legal requirements in human resources practices and employee relations for all department personnel are classified in the Affirmative Action Compliance Officer Series.

Class Distinctions

Human Resources Professional 1

In DAS-HRE, position incumbents perform trainee to full performance level specialized human resources work in one or more DAS-HRE programs or perform generalized consultative human resources work for departments/agencies in the direct delivery of DAS-HRE programs.

In departments/agencies, position incumbents at this level perform professional generalist or specialist human resources work, including recruitment; affirmative action and diversity planning; administrative, discrimination and harassment investigations; responding to civil rights complaints; workforce planning; and non-merit selection processes.

Following an established training period, successful performance as a Human Resources Professional 1 performing generalized consultative work, position incumbents in DAS-HRE may be reclassified to Human Resources Professional 2.

Human Resources Professional 2

Position incumbents at this level are located only in DAS-HRE. Position incumbents perform advanced specialized human resources work in the development and execution of one or more major human resource program areas. Major human resource program areas include classification and compensation, benefits, employment, and labor relations.

Positions may also perform advanced generalized consultative work in the direct delivery of human resources programs for multiple departments/agencies.

Human Resources Program Coordinator

Positions at this level are located only in DAS-HRE. Positions function as the state's expert in a major program area impacting all employees in the Executive Branch of state government. Position incumbents develop and revise rules, policies, and procedures that impact a major program area. Decisions require new and creative solutions to rapidly changing conditions and normally result in a substantial impact on relationships outside DAS-HRE. Position incumbents at this level may act as a lead worker over other employees.

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