

**STATE OF HAWAII  
POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Class Title: Human Resources Specialist IV  
Position Number: 124848  
Department: Law Enforcement  
Division: Administration Division  
Branch: Administrative Services  
Section: Human Resources  
Unit: Recruitment & Employee Relations  
Geographic Location: Downtown

**II. INTRODUCTION**

*Function of this organizational unit:*

The Human Resources Office provides human resources management services to the department. Recruitment, position classification, employee training and development, employee relations, human resources development and services, human resources transactions and records maintenance are among its services.

*Purpose of the position:*

This primary purpose of this position is to assist the Departmental Human Resources Officer (DHRO) in discharging the Human Resources Office's responsibilities by independently performing advisory and professional services in all human resources management functional areas. It serves as a "generalist" covering the human resources management functions cited above but focuses on recruitment, transactions, and benefits.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

Factors in Determining Essential Functions

1. The performance of this function is the reason that the job exists.
2. The number of other employees available to perform this function is limited.
3. The function is highly specialized, and the employees is hired for special expertise or ability to perform the function.

**A. Recruitment and Staffing**

**50%**

1. Draft and initiate employment activities including publications of internal vacancy announcements and department website; works closely with hiring managers to maximize effectiveness of the recruitment process; develops recruitment

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

strategies for effective recruitment through, but not limited to: DHRD website, job boards, newspapers, industry specific journals, etc. [1][2][3]

2. Assist in recruitment and staffing primarily concerning technical requirements, i.e. review minimum qualifications requirement for consistency to the duties and responsibilities and working with DHRD for any appropriate revisions; and drafting selective certification requirements for review by DHRD. [1][2][3]
3. Advises supervisors/managers, develops selection guidelines/interview questions, rating sheets for all vacancies, ensuring that all interview/selection materials are in compliance with DHRD guidelines, rules, and regulations. [2][3]
4. Advises and training supervisors/managers in recruitment process and selection criteria be consistent with EEO guidelines and merit principles. Coordinates and/or review selection recommendations from program operations and advises HRS VI and/or DHRO as to the merits of such recommendation. [2][3]
5. Prepares non-competitive vacancy announcements, and the screening of applications to determine if applicants meet minimum qualifications and/or selective certification requirements. Prepares justification in challenged denials and prepare memorandum in response to appeals for requests for administrative review. [1][2][3]
6. For delegated recruitment, independently screens and conducts preliminary interviews with applicants to determine candidate's eligibility for employment. Assess applicants to see whether they meet minimum qualifications. [2][3]
7. Refers eligible list from NEOGOV and qualified candidate (delegated recruitments) to managers/supervisors and aid in the interview and selection process. [2][3]
8. Schedules and conducts new hire orientation for new employees and ensures that required training (i.e EEO, Workplace Violence, etc) is complete. [2][3]
9. Conducts employment suitability as a result of criminal suitability investigation is convictions information is obtained from state/federal background checks; evaluates and recommends course of actions; corresponds with appropriate parities to obtain necessary document and information; and makes a recommendation in a final determination. [2][3]
10. Assists the HRS IV in coordination of job fair participation, employment presentations and orientations and ensures an organized and cohesive representation of DLE. [2][3]

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

## **B. Employee Transactions**

**20%**

1. Prepares and processes employee transactions involving appointments, promotions, transfers, resignations, reallocations, etc. in accordance with HR laws and rules and Collective Bargaining agreement. [1][2][3]
2. Conducts research in HR laws, State HR Rules and provision of the collective bargaining agreement to resolve problems pertaining to pay and other related employee matters. [2][3]
3. Evaluates existing procedures and assists in developing and recommending improved methods of employee transactions as necessary. [2][3]
4. Conducts regular audits of employee history involving Leave of Absence (LOA), Step Movement Date (SMD), and Service Date (SCD) to ensure accuracy; in case of an error with SMD and SCD due to LOA, prepares finding and recommends for review by HRS VI and/or DHRO. [2][3]
5. Provide interpretation and clarification for appropriate collective bargaining contracts, human resources rules/policies, and departmental policies affecting human resources matters and executive orders. [2][3]
6. Performs annual retention point audit and input per DHRD-PTO instructions; stays informed of all retention information on SPIN. [1][2]

## **C. Employee Benefits**

**15%**

1. Keeps abreast of all employee benefits information including but are not limited to, medical insurances, HOLO cards, retirement, deferred comp, etc. [2][3]
2. Ensure proper processing of benefits paperwork during open enrollment, new hire, employee submission of changes. [2][3]
3. Assists employees on benefits inquiries and if needed, work with external vendors to resolve issues, and respond in a timely manner to employee requests. [2][3]
4. Coordinates with EUTF on campaigns & incentive programs and circulates event (such as Health Fairs) information to the entire department. [2][3]
5. Keeps records and coordinates open enrollment season. [2][3]
6. Assist in developing orientation training for new employees within the Department. [1][2]

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

7. Acts as Benefits Liaison between employee, DHRD, and external vendors. [2][3]

**D. Supervisory Duties** **10%**

1. Supervises subordinate employees to establish direction, coordination, and control of the activities of the unit. [1][2][3]
2. Assigns and evaluates the work of all subordinates. [1][2][3]
3. Provides leadership, counseling, support and guidance to all subordinate personnel. [1][2][3]

**E. Other Duties as Assigned** **5%**

1. Attends trainings, seminars, conferences and staff meetings as needed. [1]
2. Other duties as assigned. [1]

<b>Supervises Position(s) No.</b>	<b>Title</b>
124850	HR Assistant IV

**IV. CONTROLS EXERCISED OVER THE WORK**

**A. Supervisor:**

Position No. 124843

Class Title: Human Resources Specialist VI

**B. Nature of Supervisory Control Exercised Over the Work:**

Instructions Provided

Instructions are limited to general guidance and direction to specification of priorities and the results expected. The employee is required to plan and carry out decisions and recommendations for necessary work activities independently.

Assistance Provided

The employee works independently with minimal supervision and may seek assistance from the supervisor when issues or problems are beyond the employee's control.

Review of Work

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

Work is generally not reviewed for technical aspects, but is reviewed to ensure that deadlines are met and is in conformance with current laws, rules, policies, procedures, and union agreements.

**C. Nature of Available Guidelines Controlling the Work:**

**1. Policy and Procedural guides Available**

Federal laws and regulations  
Hawaii Revised Statutes  
State of Hawaii Administrative Rules  
Department of Human Resources Development (DHRD) Policies and Procedures  
Departmental Policies and Procedures  
Collective Bargaining Unit Contracts

**2. Use of Guidelines**

Procedural guidelines above, cover technical aspects of the work. The incumbent is expected to know and apply all guidelines that are pertinent to the human resources unit.

**V. MINIMUM QUALIFICATIONS**

**A. Knowledge of:**

Operation of the entire human resources unit of the department and its relation to other human resources organization; thorough knowledge of department operations, policies, and legal requirements; thorough understanding of human resources evaluation techniques and ability to deal effectively with management.

**B. Skills/Abilities:**

Apply the laws, rules, policies, procedures regulating human resources management; apply the principles, practices and techniques of human resources management; deal effectively with management; establish and maintain effective and cooperative working relationships with administrators, managers, supervisors and staff; analyze, evaluate and make sound decisions on complex problems; analyze, evaluate and draw sound conclusions from available data; write clear and concise instructions and reports; apply sound administrative principles and techniques

**C. Education:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

**D. Experience:**

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

Specialized Experience: Two and one-half (2 ½ ) years of professional work experience in one or any combination of human resources functions; i.e., recruitment, placement, examination, position classification, pay or wage administration, employee management relations and services, employee development, human resources program development and services, labor relations, and human resources research.

**E. Required Licenses, Certificates, etc.:**

N/A

**VI. TOOLS, EQUIPMENT & MACHINES**

Personal computer and peripheral equipment/software, calculator, copying machine, fax machine, and other office machines, equipment, and tools.

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered “emergency workers” and shall perform functions as determined by their respective state or county department director during emergencies or disasters.