

**Classification Title: Human Resources Consultant**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Provides consultation services to departments and employees in compensation, classification, training and recruiting issues. Initiates and completes specialized studies, works to improve the quality of the working environment, and initiates services to improve the hiring and retention of employees.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Answers questions and inquiries regarding employment policy, benefits administration, compensation issues or employee relations.
2	S	Analyzes jobs and data to determine recruiting and hiring strategies. Determines appropriate classifications by evaluating positions and duties. Analyzes market data and recommends position classification and evaluation. Forwards applications to departments and assists hiring managers with the review process.
3	S	Develops and delivers training classes. Strategize with departments to assess needs and determine priorities. Contracts training from outside sources as appropriate. Facilitates skills development processes and initiates employee recognition programs.
4	S	Works with employees and supervisors to resolve employee relations or legal issues. Coaches and counsels with managers and employees on issues. Reviews and interprets County policy. Investigates claims and grievances and assists in facilitating solutions acceptable to all parties.
5	S	Maintains data and records of work and statistical information on compensation studies, employee grievances, training provided and related programs and services.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor’s degree in Human Resources Management, Public Administration, Business Administration or related field.
Experience	Three years of experience in human resources.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None.
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.