

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE:	Principal Human Resources Specialist	GRADE: I	CODE: 2632
SERIES:	Human Resources	DATE: 6/28/05	FLSA: Exempt
		EEOC: Professional	

### Class Definition

Under direction, performs professional human resources management work in the Human Resources (HR) Division on a Commission-wide basis. This is the expert performance level Human Resources Specialist who manages a functional program or provides leadership in one or more HR programs. Principal Human Resources Specialists may be assigned to recruitment, employee/labor relations, training, health and benefits, classification, compensation, or other functional areas. As subject matter experts, employees are assigned highly specialized or unusually difficult projects, typically of a nature where the issues are controversial and/or of high importance to the Commission, and whose resolution may establish new precedent in HR program administration; where new policies and practices within the HR field and the industry need to be evaluated and possibly established; where new program development is required; or other projects of equivalent scope and difficulty are accomplished.

Principal Human Resources Specialists typically function as leads on an ongoing or project basis, coordinating team efforts and developing team results. Principal Specialists have a significant role in developing solutions and advising management, particularly on important and controversial issues, within the Department of Human Resources and Management and to other managers within the Commission. As highly experienced and expert specialists, they perform all aspects of an assignment within their program area including researching or developing facts, analyzing situations, applying appropriate standards, guides, rules, or laws (often developing such procedures for the first time), and taking or recommending appropriate actions. Principal Specialists independently plan and arrange their work, coordinate work efforts with others as necessary, and confer with others within and outside of the Commission as the need arises. The work requires strong analytical and communications skills. Work is reviewed primarily on the basis of soundness of decisions, actions taken, and the employee's effectiveness in providing HR services to Commission departments and offices. Performs other duties as assigned.

### Examples of Important Duties:

1. *Recruitment:* Leads team efforts and participates in recruitment for the most technically difficult and hard-to-fill positions. Develops strategic recruitment plans. Reviews applications/resumes to determine if applicants meet the stated qualifications. Prepares and maintains eligibility lists. Determines appropriateness for and manages applicant pools. Identifies, compiles and analyzes data on new hires for Equal Employment Opportunity/Affirmative Action (EEO/AA) purposes. Distinguishes vacancies to be targeted for gender and racial categories. Determines and utilizes nontraditional or alternative sources of candidates. Writes and places advertisements. Provides technical assistance to operating staff. Reviews and approves interview panel questions; serving as a member of interview panel as required. Conducts reference checks and verifies credential requirements. Negotiates job offers including starting salaries and start dates.

Examples of Important Duties: (cont.)

Interprets and communicates employment policies to new hires and may arrange new hire orientation schedule. Responsible for applicant tracking system. Develops, coordinates and represents the Commission at job fairs. Develops and implements appropriate employment tests based on research of best practices. Closes out records and performs post-employment follow-up evaluation. Researches and develops alternative recruitment strategies, procedures, and testing methods and tools.

2. *Employee/Labor Relations:* Leads team efforts in ensuring that employment actions comply with established policies, HR laws, and Collective Bargaining Agreements and that employment practices reflect equal opportunity. Assists in the administration of organizational policies and Collective Bargaining Agreements. Ensures Merit System Rules and Regulations, Administrative Practices and Procedures, and other policies and practices are developed, maintained and administered in compliance with HR laws. Analyzes, researches, provides recommendations, and develops new policies or updates existing policies on a variety of employment, organizational, and programmatic issues in compliance with evolving and current laws and organizational standards. Develops and presents policy recommendations for approval by senior management and develops communication tools for implementation of approved policies. Prepares and conducts training and written communication on laws (e.g., Title VII, EEOC, ADA) and employee/management matters. Develops and administers agency-wide employee relations programs (e.g., work/life programs, employee/management responsibilities, conflict resolution, disciplinary action, performance counseling, and performance recognition. Researches data and identifies HR trends to ensure programs meet best practices, remain current, and reflect workforce needs. Analyzes complaints, conducts investigations, and provides recommendations to management for the handling of formal and informal complaints. Leads dispute resolution committees or meetings for resolution of complaints.
3. *Training:* Leads team efforts and participates in: training assessment surveys; supervisory and management interviews regarding the training needs of their units; preparation of training needs survey instruments. Researches, recommends, and implements training courses offered by third party vendors. Develops training courses and programs including training handouts, aids and other materials. Delivers training. Coordinates training schedules. Compiles, summarizes, and analyzes data concerning participants and training programs. Presents projects to managers and others for approval of Commission-wide training opportunities.

Examples of Important Duties: (cont.)

4. *Health and Benefits:* Leads team projects and participates in administration of benefits programs including health and hospitalization programs, life insurance, long-term disability insurance, deferred compensation, leave programs, flexible spending, Consolidated Omnibus Budget Reconciliation Act (COBRA) and any other Commission benefit programs. Responsible for design, development, and communication of new or existing health and benefit programs. Evaluates and revises existing programs to bring them into compliance with new statutory or other requirements involving research of legal issues and best practices regarding benefits, involving cost analysis of existing and proposed benefits programs, and other work of equivalent technical difficulty and responsibility. Conducts cost/benefit analyses to ensure program competitiveness. Collects and maintains agency benefit comparison data. Develops Requests for Proposals (RFPs) and analyzes results in the awarding of contracts. Facilitates vendor changes. Conducts briefings and presentations to explain important benefit changes. Responds as primary technical benefit resource. Works with third-party carriers, employees, employee families, retirees, survivors and COBRA beneficiaries to explain, analyze and resolve benefit issues. Maintains system integrity and implements system upgrades. Analyzes sensitive and complex issues, and critical operating challenges requiring application of subject matter expertise. Develops and reviews administrative procedures. Administers Commission-wide benefits open enrollment.
5. *Classification and Compensation:* Leads team efforts and participates in internal studies and market analysis on the most complex and a variety of compensation and classification-related subjects including evaluation and pay. Develops new classification and compensation programs to maintain Commission's competitive position. Analyzes and processes classification actions ensuring actions are within established guidelines and policies. Identifies any actions outside of established guidelines and policies and recommends and develops new policies and guidelines as necessary. Collects job information pertaining to reclassification requests or establishment of new or revised positions and series. Evaluates jobs using the Commission's approved job evaluation methodology. Researches, analyzes and prepares reports regarding the use, classification and compensation of an occupation. Creates new or revised class specifications. Responds to comments and questions regarding compensation and classification actions. Conducts formal and ad hoc market studies. Makes presentations to management, employees, the Merit System Board and others as required. Performs mathematical and statistical computations to develop hypothesis. Represents the team when presenting results of classification actions to management. Responsible for position control system integrity. Analyzes and implements systems upgrades.

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### Examples of Important Duties: (cont.)

6. Serves as expert technical resource within the Department of Human Resources and Management and to other Commission departments and offices. Acts in absence of Manager as designated. Represents team and/or Commission on inter-agency task forces.
7. Advises HR management on important and controversial issues, where new policies and practices within the HR field and the industry need to be evaluated for possible adoption by the Commission, and where new program development is required.
8. Keeps all parties informed of matters requiring their attention.
9. Ensures compliance with all applicable policies, rules, regulations, and laws.
10. Keeps informed of HR developments through review of technical publications, attendance at workshops, seminars, conferences, and professional development opportunities.
11. Provides work guidance, assistance and on-the-job training to lower-level staff. Assigns work to lower level specialists, office support staff and temporary employees. Maintains files and records, and prepares reports thereon.
12. Prepares and conducts training on area of expertise.

### Important Worker Characteristics:

Expert Knowledge of: (1) HR principles, practices, and concepts relevant to the area in which work is primarily conducted; (2) applicable laws and regulations; (3) HR program functions and activities as related to the position; (4) Commission activities, organization, policies and practices;\* (5) Merit System Rules and Regulations\*; and (4) office practices and procedures.

Skill in operation of: (1) personal computer and appropriate software (i.e., word processing, spreadsheet, database); and (2) office equipment.

Ability to: (1) provide effective leadership to one or more HR functions or programs; (2) train and direct the work of staff assigned to the team; (3) compile, analyze, and present logical conclusions; (4) apply HR principles and concepts to a variety of situations; (5) communicate effectively orally and in writing; (6) handle confidential information with discretion; (7) organize and prioritize work; (8) establish and maintain cooperative working relationships with others encountered in the work; and (9) provide good customer service.

\* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in human resources management or related field, and six years of experience performing HR work in assigned program(s); or
2. An equivalent combination of education and experience.
3. Certifications in area of expertise are desired (i.e., Certified Compensation Professional (CCP), Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR), Certified Employee Benefits Specialist (CEBS)).

Working Conditions

Works in an office setting. Work is subject to frequent inflexible deadlines and interruptions. Occasionally required to work extended hours to meet deadlines. Workers are exposed to normal office hazards.