STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Human Resources Specialist – Recruiter Level 2.1 & Level 2.2

Position Number: 14002, 51211, 53216

Location: Helena Headquarters & District Offices-Butte and Missoula

Department: Transportation

Division and Bureau: Human Resources and Occupational Safety Division

Job Overview:

This position provides administrative, technical and recruitment support for the Human Resources Generalists. The incumbent will assist in all areas of recruitment and selection and will be given other human resources tasks as assigned. This position must provide clear communication, quick response time, and accurate information, is essential in helping with all Human Resource functions. The position will have an opportunity to advance, the work elements are listed in this job description.

Essential Functions (Major Duties or Responsibilities):

Recruitment Support - 95% Level 2.1

This position is responsible for recruitment and selection activities ensuring all are following department, appropriate approvals from manager, state, and federal requirements, as well as specific union language from multiple union contracts with differing requirements, providing technical assistance to the HR Generalist and selection committees on the most effective methods of recruitment and skill sourcing. Must be able to answer applicant questions regarding the recruitment process and status including the online employment process. Posts positions online using SOMRS, utilizes SABHRS, position data to confirm the elements posted in the requisition. Supports the manager and Generalist whenever needed.
**Recruitment and Selection - 70% Level 2.2**

This position is independently responsible for completing the recruitment and selection process through SOMRS from the beginning of the recruitment and development phase to the end of the process, to the offering a position. This position is required to ensure the process is followed per the policies and procedures, selective services, and union contract. Must be able to work with a variety of MDT positions.

**Other HR Duties 30%**

**Classification**

May be a fully authorized classifier or in the process of becoming an authorized classifier with approval and direction from the Department of Administration. Follows all the classification requirements according to the classification policy and MDT guidelines.

**Family Medical Leave Act**

Supports and works with the HR Generalist as needed to document and process the required FMLA paperwork. This includes following the FMLA policy, federal guidelines, saving the information in the FMLA tracking system, and electronically following up with the HR Generalist, manager, and employee in a timely manner, and whenever necessary.

**MDT Outreach and Projects**

Ability to identify a project that you implemented that leads to improved efficiencies in the Human Resources Division. Must be able to provide information regarding the HR Specialists role in the project. Actively participates in team projects and contributes to the success of the Division by partnering with managers and peers.

**Human Resources Administrative Assistance**

Provides administrative support to the HR Generalist using office software tools; assists with tracking rehires and seasonal employees, updates spreadsheets, drafts and sends communication to previous employees regarding employment eligibility, and coordinates and schedules onboarding. Work with Generalist and coordinates CDL’s, Driver’s License, HRAF’s, pay adjustment form, record retention, career ladders, and recruitment and selection files or other HROS forms.

**Supervision**

The number of employees supervised is: 0. These positions do not supervise others.

**Physical and Environmental Demands:**
This position functions in a typical office environment.

**Knowledge, Skills, and Abilities (Behaviors):**

This position requires knowledge of MDT’s Recruitment and Selection Policy, Union Contracts, Records Retention policy. Will be required to read and have knowledge of specific state policies, and union contracts.

Requires basic knowledge of the principles and practices of Human Resources processes. This includes interpreting state and federal employment laws; personnel information; and the needs and business operations of the MDT.

The position requires the ability to work with diverse groups of employees and varying levels of performance, individual differences in ability, personality, and interests; learning and motivation; and assessment.

The position is required to provide excellent customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. The position requires knowledge of the principles and practices of public relations and technical writing methods and techniques.

Skill in the operation of a personal computer and business software applications (word processing, spreadsheets, databases, etc.); the operation of general office equipment.

Ability to establish and maintain effective working relationships; and communicate effectively orally and in writing; to research, gather and analyze facts and circumstances and draw sound conclusions; to use discretion and judgment in handling confidential and sensitive information; to plan, organize, and gather information; and common sense approach to solving problems.

**Minimum Qualifications (Education and Experience):**

**Level 2.1**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Associates Degree in business, public administration, office management or a related field, and 2 years of experience in office management, business, human resources, or related field. Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

**Level 2.2**

An Associate Degree in business, public administration, office management or a related field, and three (3) years of experience in office management, business, Human Resources, or related field.
Alternative qualifications include: any combination of additional related work experience and education equivalent to the minimum qualifications.

**Special Requirements:**

*List any other special required information for this position*

- [ ] Fingerprint check
- [ ] Background check
- [x] Valid driver's license
- [ ] Other; Describe
- 000 Union Code
- Yes, Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

________________________________________  __________________________________________  __________________________________________
Immediate Supervisor                  Title                  Date

________________________________________  __________________________________________  __________________________________________
Administrative Review              Title                  Date

My signature below indicates that I have read this job description.

________________________________________  __________________________________________  __________________________________________
Employee                          Title                  Date
Human Resources Review

Job Code Title: Human Resource Specialist  Job Code Number: B14031

Level 2.1 & Level 2.2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt  ☒ FLSA Non-Exempt

☐ Telework Available  ☐ Telework Not Available

☒ Classification Complete  ☐ Organizational Chart attached

Human Resources:

Diana Piccono  HR Manager  06/01/2022

Signature  Title  Date