

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1436116

Human Resources Specialist 1 (Class & Comp), Grade 18	1436116
Human Resources Specialist 2 (Class & Comp), Grade 23	1436208
Human Resources Specialist 4 (Class & Comp), M-2	1436528
Manager Classification & Compensation, M-4	1438600
Director of Classification & Compensation, M-7	1403900

Brief Description of Class Series

Positions in this series analyze positions to ensure their proper classification and set appropriate allocation for jobs. They also determine salary enhancements to facilitate recruitment and retention. These positions exist only in the Department of Civil Service.

Distinguishing Characteristics

Human Resources Specialist 1 (Class & Comp): entry level; evaluates moderately complex requests in various occupations.

Human Resources Specialist 2 (Class & Comp): full performance level; reviews requests with widespread interagency ramifications and complicated organizational relationships; represents the Division on intra- and inter-departmental committees; leads major classification studies; and may supervise lower-level staff.

Human Resources Specialist 4 (Class & Comp): first supervisory level; oversees a unit of Specialists in providing services to a group of agencies.

Manager Classification & Compensation: section head of multiple units; manages Division-wide assignments and the activities for a large group of agencies; serves as second-in-charge to the Director; and assists in developing and carrying out policy.

Director of Classification & Compensation: one-position class; plans, organizes, and directs all Division activities, establishes policy, and sets priorities consistent with statutory responsibility and Department mission.

Related Classes

Human Resources Specialist is a generalist series and incumbents perform various human resources activities, such as classification, recruitment, placement and provision of employee services, in an agency.

Human Resources Specialist (Labor Relations) administers the employee and labor relations activities for an agency. Human Resources Specialists in Attendance & Leave, Benefits, Municipal Assistance, Staffing, and Testing parentheses in the Department of Civil Service, the State's lead human resources agency, provide services to municipalities and State agencies in administering merit system and employee benefits activities.

Illustrative Duties

Human Resources Specialist 1 (Class & Comp)

- Analyzes requests to classify and allocate new positions or change the classification or allocation of existing positions and classes; analyzes requests for various salary actions and makes proper determinations.
- Gathers information from records, interviews, job audits, and other sources; discusses requests with agency human resources (HR) staff and program managers.
- Drafts a written analysis of the information gathered and comparisons to other positions and classes and recommends course of action; discusses recommendations with supervisory staff; drafts letters to agencies describing the reasons for determinations.
- Responds to inquiries from various individuals and entities on Division's activities.
- Drafts classification standards consistent with guidelines.
- Participates in teams and special projects concerned with evaluating occupations, conducting training for agencies, and reviewing major title consolidation proposals.
- Performs collateral activities such as reviewing transfer appropriateness, determining negotiating unit assignments for new classes, and recommending minimum qualifications.

Human Resources Specialist 2 (Class & Comp)

- Performs all duties of Human Resources Specialist 1 (*Class & Comp*).
- Independently reviews the most complex cases.
- Serves as lead analyst for major classification studies and projects.
- Represents the agency on inter-and intra- departmental committees concerned with resolving broad issues in workforce administration or labor relations.

- Manages large scale occupational studies of classes to determine title consolidation opportunities and allocation changes.
- Meets with executive and management staff of client agencies to discuss classification requests, anticipated or proposed changes in organizations and staffing, and other HR matters.
- May serve as a Division expert for certain occupations and classification and compensation issues.
- May supervise lower-level Specialists.

Human Resources Specialist 4 (Class & Comp)

- Performs all duties of Human Resources Specialists 2 (*Class & Comp*).
- Reviews incoming title and salary requests to determine the scope and depth of analysis needed and assigns cases to staff, making suggestions regarding the conduct of the analysis.
- Guides staff in conducting fact gathering and analysis and reviews staff's work for completeness, clarity, soundness of conclusions, and practicality of recommendations.
- Personally conducts analysis on sensitive applications, major reorganizations, and requests where decisions have major ramifications.
- Conducts conferences with agencies' HR and program managers, and Department's staff to resolve issues.
- Manages research and salary surveys, and other major projects for the Division.
- Supervises, trains and develops staff to ensure their technical competence and prepare them for potential advancement.

Manager Classification & Compensation

- Manages classification and salary analysis and related merit system activities for a large group of State agencies.
- Leads Division's meetings with agency HR and program representatives and high-level administrators, staff of other divisions, the Division of the Budget, and the Civil Service Commission.
- Assists agencies in resolving classification, compensation, and related HR issues.
- Provides expert advice to internal and external customers on classification and compensation issues.
- Analyzes the most complex classification and salary requests and makes final determinations, consistent with delegated authority.
- Participates in the formulation of policy and the day-to-day management of the Division.
- Ensures that the work of the Division is coordinated with that of other units within the Department to provide optimum service to client agencies.

- Drafts proposed legislation to improve the classification and compensation program and prepares comments on legislation affecting Department and merit system activities.
- Serves as second-in-command and manages the Division in the Director's absence.
- Oversees the development, enhancement, and maintenance of the Division's automated systems.
- Assists the Director in developing the Division's budget and preparing requests for resources (staff, tools, equipment, etc.)
- Develops program highlights for use by the Commissioner and the Governor's Office.
- Oversees the compilation of the Division's periodic reports; and represents the Division and Department at meetings, conferences, seminars, and other events related to Department's activities.

Director of Classification & Compensation

- Plans, directs, and coordinates the work of the Division.
- Ensures that all classification and compensation determinations meet the statutory provisions of Article 8 of the Civil Service Law and are consistent with State's policy and sound HR management principles.
- Consults with the Commissioner of the Department regarding major policy issues, such as substantial changes in the State's compensation policy or classification structure.
- Sets Division policy, procedures, and priorities, and guides staff in their implementation.
- Meets with agency heads and their representatives, employee groups, and union officials to explain Division policy and objectives and discuss classification and compensation issues.
- Participates in initiatives to improve Department's operations.
- Provides advice and assistance to the Commissioner and Executive Deputy Commissioner on merit system issues.
- Advises and assists the Office of Employee Relations with collective negotiations and contract administration.

Minimum Qualifications

Human Resources Specialist 1 (Class & Comp)

Open Competitive: Six years of experience* analyzing positions to ensure their proper classification and set appropriate allocation for jobs; and determining salary enhancements to facilitate recruitment and retention.

*An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may

substitute for five years of experience; and a doctorate may substitute for six years of experience.

Human Resources Specialist 2 (Class & Comp)

Promotion: one year of permanent service as a Human Resources Specialist 1 (Class & Comp).

Human Resources Specialist 4 (Class & Comp)

Promotion: one year of permanent service as a Human Resources Specialist 2 (Class & Comp).

Manager Classification & Compensation

Promotion: One year of permanent service as a Human Resources Specialist 4 (Class & Comp).

Director of Classification & Compensation

Promotion: one year of permanent competitive service as a Manager Classification & Compensation.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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