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Human Resources Classification Specialist

Hiring organization
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Description

We are looking for an experienced Human Resources Specialist to support the Office of the Executive Director of Human Resources for a client. The candidate should independently provide contractor services and deliverables, focusing on employee and organizational design matters.

Date posted
September 12, 2024

Responsibilities

- Create detailed and accurate job descriptions based on Office of Personnel Management (OPM) standards by gathering information from interviews and consultations with managers, employees, and HR specialists.
- Prepare clear and persuasive evaluation statements to support the job series and grade for the positions being classified.
- Assist with documentation and provide explanations if classification actions are reviewed or appealed, including justifying the classification decisions.
- Review position descriptions written by others for accuracy and quality, suggesting improvements or revisions as needed.
- Participate in studies to assess and propose improvements for position structures and organizational design to enhance efficiency and management practices.
- Conduct informal audits of individual or groups of positions to assess if current descriptions, series, and grades are appropriate and make recommendations for revisions if needed.

Qualifications

- Bachelor's degree in relevant field.
- Work experience in an educational or training institute preferred.
- U.S. citizenship is required.
- At least 10 years of experience working with OPM's Position Classification Standards, including writing position descriptions and evaluation statements.
- Relevant experience in position classification and using Classification Standards within the past three years.
- At least 5 years of experience in classifying positions related to training (e.g., Education Specialists, Training Instructors). Experience should

include developing and evaluating training-related job roles.

- Knowledge and experience with a wide range of administrative and support positions.
- Proficiency in written and oral communication.
- Superior organizational skills.
- Ability to interact effectively in a multicultural setting.