

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 12/06/17

CLOSING DATE: 12/13/17 (4:30 PM)

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SCDC INTERNAL TITLE: HR SPEC I SCDC POSITION #: 011656  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM  
LOCATION: RECRUITING, COLUMBIA (RICHLAND)

STATE JOB TITLE: HUMAN RESOURCE SPECIALIST STATE JOB CLASS: AG05  
PAY BAND/LEVEL: 04 D  
BAND: 04 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61016769

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND CLERICAL OR ADMINISTRATIVE EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE.

FOUR (4) YEARS OF ADMINISTRATIVE, CLERICAL OR HUMAN RESOURCES EXPERIENCE. KNOWLEDGE OF SCEIS AND PEBA POLICIES PREFERRED. MUST HAVE EXPERIENCE IN PERSONAL COMPUTER AND CRT.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION PERFORM A VARIETY OF HUMAN RESOURCES PROGRAMS AND SERVICES WHICH INCLUDE, BUT ARE NOT LIMITED TO, BENEFITS, PAYROLL AND ONBOARDING FOR THE RECRUITING AND EMPLOYMENT BRANCH. ASSISTS WITH CONDUCTING NEW HIRE BY PROCESSING NECESSARY INFORMATION TO ASSIST IN THE COMPLETION OF BENEFIT FORMS. PREPARE PACKETS FOR THE DIVISION OF HUMAN RESOURCES PAYROLL AND BENEFITS SECTIONS UPON CLEARANCE OF PHYSICAL. ASSIST WITH KEYING INTO PRE-EMPLOYMENT SYSTEM, PREPARATION OF PERSONNEL RECORD FOR SELECTING OFFICIAL/HR MANAGER. ASSISTS IN COORDINATING HIRE DATES WITH CANDIDATES AND ENSURE INSTITUTION HR MANAGERS ARE UPDATED ON CANDIDATE STATUS IN THE PROCESS ASSIST HR MANAGER AND STAFF AS NEEDED.

\*MUST SUBMIT RESUME WITH APPLICATION TO BE CONSIDERED FOR POSITION\*