



Example of Supervisory Human Resources Specialist Job Description

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Our company is looking for a supervisory human resources specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for supervisory human resources specialist

- Selective Service registration is required
- One year supervisory probation period may be required
- Obtain and maintain a top secret clearance
- Resume - In order to receive credit for experience contained in an uploaded resume, your employment history should show work experience in month/year format (MM/YYYY), reflecting starting date and ending date, and include the number of hours worked per week
- Are you a veteran? Submit Member Copy 4 of your DD-214 or other (Certificate of Release or Discharge from Active Duty) and/or documentation of service connected disability
- Are you a Military Spouse? If you are applying under Executive Order 13473, [click here](#) for required documents

Qualifications for supervisory human resources specialist

- Current Colorado Army National Guard Technician
- Must hold the grade of O-1 thru O-4
- Compatible Military Assignment 42B or 42H MOS or be able to obtain it
- Rosemont, IL 1 vacancy
- A minimum of one (1) week of travel in a full-time duty status will be required within 90-days of entry on duty to complete TSA's in residence New Hire Training
- You must complete a favorable Background Investigation (BI)