

7983

HUMAN RESOURCES ASSOCIATE

Nature of Work

Under general supervision, performs professional human resources work in one or more areas such as recruitment, employment, employee relations, classification, compensation, benefits, payroll, time keeping, personnel records or other human resources functions. Analyzes information to determine appropriate procedures within law, rule and policy to use in the administration of a variety of human resources functions. This class is also used as the beginning of the professional human resources class series. Performs related work as required.

Distinguishing Characteristics

Work at this level is characterized by limited authority and moderate complexity and includes the application of established standards, guidelines, rules and regulations, with little latitude to vary methods and procedures. Work is performed with greater independence than that of the Human Resources Assistant level. These positions are distinguished by the greater depth of knowledge required. May supervise clerical employees in an outlying office.

Examples of Work

Prepares human resources related documents and transactions in the designated area.
Enters work hours, status changes and new employee information and prepares for payroll processing.
Prepares and reviews forms for human resources, payroll and related areas.
Maintains accurate human resources records.
Provides guidance to employees and/or agencies on matters related to designated human resources areas.
Enters and records human resources related data.
Ensures that data and records are maintained in a manner which is user friendly and can be readily accessed and utilized.
Ensures work is in compliance with relevant federal and state laws.

Knowledge, Skills and Abilities

Knowledge of federal, state and department laws, policies and rules including the Division of Personnel rules, policies and procedures.
Knowledge of organizational structure and chain of command.
Knowledge of records processing and maintenance procedures and systems.
Ability to follow established rules, regulations, standards, and guidelines with accuracy and in a timely fashion.
Ability to operate standard computer programs and software and agency specific programs.
Ability to follow written and verbal instructions.
Ability to communicate effectively, both orally and in writing.
Ability to independently carry out assignments sometimes of a complex and confidential nature.
Ability to interact with co-workers, public officials, agency employees, and the general public to establish and maintain effective working relations.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Candidates may substitute related experience in human resources, payroll, bookkeeping or accounting for the required education at the rate of one (1) year of experience for thirty (30)

7983

HUMAN RESOURCES ASSOCIATE (cont'd)

Minimum Qualification (cont'd)

semester hours of education.

Promotional Only: Two (2) years of full-time or equivalent part-time paid experience as a Human Resources Assistant.

Note: A valid driver's license may be required.

Established: 08/04/2018

Effective: 08/04/2018