

CLASSIFICATION: HUMAN RESOURCES ASSISTANT I

Class Code: 5147-09

Date Established: 10-18-91

Occupational Code: 1-2-5

Date of Last Revision: 07-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform clerical and accounting duties in maintaining personnel and payroll records related to state employees.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Obtains information from applicants for state employment in order to complete and process employment applications.
- Checks employment authorization forms for completeness and accuracy of entries, including job titles, class code, salary data, dependent information, addresses, and other relevant information.
- Provides employment information to applicants and the general public by answering questions relating to state hiring procedures.
- Provides information to employees by explaining internal personnel procedures, benefits and personnel rules relating to transfer and promotional opportunities.
- Prepares and processes personnel and payroll activities to meet standards established by GHRS, IFS, Personnel Rules and the Collective Bargaining Agreement.
- Updates and corrects personnel files including typing letters and reports, filing materials and documenting employee status changes.
- Prepares payroll information sheets to document employee payroll deductions.
- Prepares and posts information regarding advancement opportunities for employees.
- Updates changes in membership forms for group insurance plans held by state employees.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in general office work, preferably associated with personnel and/or payroll functions and with some word processing experience.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of modern office equipment. Knowledge of office methods, policies and procedures. Knowledge of general mathematics. Knowledge of business English. Skill in making calculations. Skill in data entry. Ability to meet deadlines and establish priorities. Ability to do detail work. Ability to properly compose a variety of memoranda or letters with only general instructions. Ability to establish and maintain effective working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.