

CLASSIFICATION: HUMAN RESOURCES ASSISTANT II

Class Code: 5148-12

Date Established: 10-18-91

Occupational Code: 1-2-5

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To prepare and maintain personnel records in a state personnel unit and to process paperwork used in hiring or terminating employees.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Maintains a variety of personnel records such as position control, personal history cards and other specific information relating to employees.
- Prepares and processes personnel and payroll activities to meet established standards and time frames.
- Interviews applicants for employment to obtain data necessary for employment processing.
- Checks and updates changes in membership forms for employee benefits.
- Prepares and disseminates information regarding employee advancement opportunities.
- Maintains and updates registers of qualified eligibles and insures that recruitment requests are processed in a timely manner.
- Types Workers' Compensation forms and maintains suspense file relating to employee accidents.
- Provides assistance to other clerical employees working in a personnel unit, and provides advice to employees in other units preparing personnel forms.

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 immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

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.

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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 to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

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: Three years' responsible clerical work experience, one year of which shall have been at a level equivalent to a Human Resources Assistant I.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of office methods, policies and procedures. Knowledge of modern electronic office equipment operations. Knowledge of business English. Knowledge of general mathematics. Skill in making calculations. Ability to do detail work, meet deadlines and establish priorities. Ability to properly compose a variety of memoranda or letters with only general instructions. Ability to do some data entry work. Ability to establish and maintain effective working relationships with other employees and the 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.