



Classification Summary

Provides Human Resource support and administrative services.

Distinguishing Characteristics

Human Resource Assistant II is distinguished from Human Resource Assistant I in that the latter job class has assignments of a narrower focus and works under supervision.

Supervisory Relationships

Works in a team environment with direction from a Human Resource Administrator.

Examples of Duties

1. Collects, organizes, summarizes and evaluates data; drafts proposals for review and presents proposals or preliminary analysis to appropriate staff.
2. Monitors and maintains various Human Resource programs, systems, and procedures to ensure compliance with appropriate policies and effectiveness; performs preliminary audits or investigations when needed.
3. Responsible for Human Resource records and administrative functions such as EEO/AA activities, overseeing the management information system to maintain accurate data files and data banks and to conduct special reports/ studies.
4. Participates in formal studies, projects relating to training, staffing and employment, compensations, etc.
5. Schedules and conducts routine surveys and interviews with employees and managers or other organizations; compiles and may evaluate information/data collected; generates, maintains documentation and files.
6. Develops drafts of formal communiqués, newsletters, etc., to employees, managers, other organizations, etc.
7. Assists in training and development activities to present or formally convey information to appropriate parties.
8. Attends various training and development courses and programs and participates in formal classroom instruction to enhance job versatility and enhance Human Resource skills.
9. Under direction, performs defined ongoing specific work assignments and projects in a Human Resources function(s).
10. May coordinate and develop preliminary program budget estimates. Monitors established budgets and submits periodic reports to appropriate parties, identifying errors, trends, potential problems, etc.
11. Coordinates programs, projects and personnel within specified timelines; participates, facilitates meetings and programs, as appropriate.
12. Provides a variety of administrative functions, including general office support duties and the assumption/ performance of some professional-level assignments that involve judgment, skill, and discretion.

Minimum Qualifications for Class Entry

1. Demonstrated capability to effectively interface with individuals or groups of people representing various backgrounds and disciplines.
2. Ability to effectively utilize and operate sophisticated automated record keeping systems and equipment.
3. Ability to understand, interpret, and apply programs, policies, and procedures, in the work environment.
4. Demonstrated ability to compile and analyze data/information gathered through observation, interviews, reports or research.
5. Demonstrated initiative, skill and interest in the field of Human Resources.
6. Good attention to detail, demonstrated ability to independently organize and prioritize complete work assignments and coordinate a variety of demanding tasks.

7. Demonstrated ability to organize and prioritize workload, follow through on assignments, and work under dynamic conditions.
8. Ability to understand and conceptualize Human Resources objectives within a changing environment.
9. Good interpersonal, written and oral communication skills.
10. Knowledge of office management.

Required Knowledge, Skills and Abilities

1. Demonstrated effective oral and written communication skills; good interpersonal and analytical skills.
2. Ability to work effectively under dynamic conditions in a support role to meet predetermined or prenegotiated deadlines and work assignments.
3. Knowledge of management information systems and their applications to the field of Human Resources.
4. Some knowledge of at least one major function in the Human Resources field; typically this knowledge is acquired through a combination of on-the-job experience and formal instruction in a functional area.

Work Environment

Incumbents work in a standard office setting.