



Classification Summary

Performs a variety of Human Resources support activities and administrative services.

Supervisory Relationships

Works in a team environment with a Human Resource Administrator as facilitator of the team.

Examples of Duties

Performs various support activities in assigned Human Resources functions.

1. Collects and organizes data for review by appropriate staff member(s); may conduct special reports or studies.
2. Maintains various Human Resource programs, records, systems and procedures to ensure compliance with appropriate policies and effectiveness.
3. Participates in Human Resources functions such as EEO/AA activities, overseeing records or an automated management information system; maintains accurate data files and databanks.
4. Assists with formal studies, projects relating to training, staffing, and employment, compensation, etc.
5. Schedules and conducts routine surveys and interviews with employees and managers or other organizations; compiles information/data collected and generates, maintains documentation and files.
6. May assist in drafting formal communiqués newsletters, etc. to employees, managers, other organizations, etc.
7. May participate in training and development activities to present information to employee groups.
8. Attends various training and development courses and programs to enhance personal job versatility and enhance understanding of the Human Resource field.
9. May coordinate the development of preliminary budget estimates for programs of moderate scope; monitors established budget and submits periodic reports to appropriate parties, identifying errors, trends, potential problems, etc.
10. May help coordinate programs, projects and personnel within specified timelines. Participates and helps facilitate meetings and programs as appropriate.
11. 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.
12. Maintains regular and prompt attendance.
13. Performs other related duties as required.

Minimum Qualifications for Class Entry

1. Demonstrated capability to effectively interface with individuals or groups of people representing various backgrounds and disciplines.
2. Capability to learn how to effectively utilize and operate sophisticated automated record keeping systems and equipment.
3. Ability to understand and conceptualize Human Resources objectives within a changing environment.
4. Ability to understand and apply program concepts, policies and procedures in the work environment.
5. Demonstrated initiative, skill, and interest in the field of Human Resources.
6. Good attention to detail. Demonstrated ability to independently organize and prioritize work assignments and coordinate a variety of tasks, under dynamic conditions.
7. Demonstrated ability to compile and organize data/ information gathered through reports or research.
8. Good interpersonal oral and written communication skills.
9. Some knowledge of office management is desirable.

Required Knowledge, Skills and Abilities

1. Demonstrated effective oral and written communication skill; 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. Some knowledge of management information systems.
4. Some knowledge of the Human Resource field is desirable.

Work Environment

Incumbents work in a standard office setting.

ADDITIONAL INFORMATION	
Employee Unit	OSEA - Classified
Pay Grade	Grade 10
Developed by	Dr. Celia Feres-Johnson – Director of Human resources
Reviewed by	Classified Employees Pay Grade Evaluation Committee 5/19/2014
Approved by	Dr. Celia Feres-Johnson, Director of Human Resources
Last revised	5/19/2014