

Class Concept

Positions typically report to an Agency HR Manager or an Agency HR Director in a smaller agency. They may receive work direction and guidance from an Agency HR Consultant III. Incumbents perform work within their designated HR function.

Position possesses an understanding of how the designated human resources functions are administered with the agency; receives guidance in determining appropriate methods in conducting analysis ; investigates and resolves requests in human resources programs; under work guidance, performs work of a less complex nature; prepares recommendations for discussion and decision with designated manager or director; provides advice to agency HR staff; completes consultation requests from within agency; ensures that data and records are kept in a manner which is user friendly and can be readily accessed and utilized; may assist in preparing training for agency staff on human resources matters.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic to working knowledge in the interpretation and application of federal laws and State HR laws, policies and practices governing HR.
- Ability to establish and maintain effective working relationships with others; to express ideas clearly and concisely; to exercise good judgment in analyzing situations and making recommendations and/or decisions within delegated level of authority.

Minimum Education & Experience

Bachelor's degree, typically in Human Resources or related field from an appropriately accredited institution; or

High school or General Educational Development (GED) diploma and 3 years of progressive experience in Human Resources; or equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.