

Class Concept

Positions in this level perform vocational and paraprofessional human resources work in the performance of human resources transactions in one or more areas of human resources and in the provision of information and advice to employees and the public. Incumbent's duties are transactional in nature, typically in a single discipline of HR, such as recruitment, employment, compensation & classification, employee relations, benefits.

Position typically provides relevant human resources customer service to employees and general public to provide information in response to HR questions; refers and directs inquiries to higher level HR Specialists where appropriate; processes HR transactions in the designated area of HR; process, verify and maintain standard HR documents such as pre-employment materials, change of status forms; prepares and maintains relevant HR documentation, forms and records; gathers information for review and analysis by others related to HR transactions;

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic to working knowledge of State HR systems and processes.
- Basic knowledge of federal and state laws, and State policies, procedures and practices.
- Ability to establish and maintain effective working relationships with others; to handle confidential matters with tact and discretion; to express ideas clearly and concisely; to exercise good judgment in analyzing situations and making decisions within area of responsibility; able to learn and apply rules, procedures, and practices for various human resources management activities or personnel actions;

Minimum Education & Experience

Associate's degree, typically in Human Resources from an appropriately accredited institution or relevant field and no years of experience required; or

High school or General Educational Development (GED) diploma and 2 years of progressive experience in Human Resources.

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