

### 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 typically in a single discipline of HR which is more specialized in nature than the first level, such as salary administration; or, there are duties in more than one discipline that is at the first level of work, such as recruitment and employment.

Position typically acts with independence in the provision of relevant human resources customer service to employees and general public to provide information in response to HR questions in designated area; provides advice to lower level HR Technicians where appropriate; processes HR transactions in the designated area of HR; process, verify and maintain standard HR documents in designated area; prepares and maintains relevant HR documentation, forms and records; gathers information for review and analysis by others related to HR transactions; ensures compliance with federal laws and State HR laws, policies and procedures; may assist in the conduct of HR training in designated areas.

### 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 or relevant field from an appropriately accredited institution and 1 year of experience required; or 2 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.