

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. Incumbents at this level are required to be a specialist in one or more HR disciplines. Duties may include lead work or multi-functional work at an advanced vocational or paraprofessional level.

Based on experience and knowledge, position typically acts with independence in the provision of relevant human resources customer service to employees and general public at a specialized level to provide information in response to HR questions in designated area; mentors and provides advice to lower level HR Technicians where appropriate; processes HR specialized transactions in the designated area of HR; process, verify and maintain a range of HR documents in designated area; prepares and maintains relevant HR documentation, forms and records; utilizes multiple HR systems and processes; gathers information for review and analysis by others related to HR transactions; performs HR analysis and prepares reports to be used for HR decision making; ensures compliance with federal laws and State HR laws, policies and procedures; may assist in the conduct of HR training in designated areas; may be a team member in HR projects either within an agency or a statewide project.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working to considerable knowledge of State HR systems and processes.
- Basic to working 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 2 years of experience required; or 3 years of progressive experience in Human Resources; or equivalent combination of education and experience.