

Class Code: 5020
Occ. Area: 01
Work Area: 000
Prob. Period: 12 mo.
Prom. Line: None
Effective Date: 10/01/02

HUMAN RESOURCE ASSOCIATE

Function of Job

Employees allocated to these positions possess a high level of expertise and serve in a consulting capacity to the university/agency's administrators. They are responsible for managing one or more major areas of the overall human resource program. They work under administrative direction.

Characteristic Duties and Responsibilities

1. Functions as a consultant to all constituencies within the organization, providing guidance and/or problem resolution for highly sensitive and unique human resource-related matters
2. Direct or indirectly supervises professional and support staff
3. Ensures that activities and services adequately meet the business and/or operational needs of the university
4. Develops, implements and maintains policies and programs that support the values and culture of the organization
5. Participates in determining long and short-range goals and objectives of overall human resources program and represents HR on university/agency planning committees
6. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED

1. Bachelor's degree in human resources administration, labor relations, business administration, or a field related to the position
2. Two years of work experience performing professional-level human resources duties
3. Additional education, training and/or work experience in the area of specialization inherent to the position may be required.

PERSONAL ATTRIBUTES REQUIRED FOR JOB

1. Extensive knowledge of principles and procedures used in human resources.
2. Extensive knowledge of federal and state laws, rules, and/or regulations affecting public human resources administration; ability to develop a broad knowledge of those of the employing institution.
3. Skill in reviewing and formulating/revising human resources policies and procedures.
4. Ability to exercise controls over the implementation of the policies and procedures.
5. Proficiency in working with operations managers, staff, and the public.
6. Proficiency in writing and editing reports and other materials.
7. Administrative ability.
8. Ability to plan, supervise, and evaluate the work activities of others.
9. Ability to organize human resources operations within the area(s) and coordinate them with other organizational units.