

Class Code: 5020
Occ. Area: 01
Work Area: 000
Prob. Period: 12 mo.
Prom. Line: None
Effective Date: 08/01/19

HUMAN RESOURCE ASSOCIATE

Function of Job

Under administrative direction, employees allocated to these positions possess a high level of expertise and serve in a consulting/advising capacity with university administrators, staff and/or external constituents. They are responsible for managing one or more functions and/or areas of the overall human resource program.

Characteristic Duties and Responsibilities

A Human Resource Associate typically:

1. functions as a consultant to various constituencies within the organization, reviewing and providing guidance and/or problem resolution for highly sensitive and unique human resource-related matters;
2. provides general leadership, guidance and/or directly or indirectly supervises and/or manages professional and support staff and/or manages processes;
3. ensures that activities and services adequately meet the business and/or operational needs of the university;
4. develops, interprets, implements and maintains policies and programs that support the values and culture of the organization ensuring compliance with university, state, and federal laws and regulations regarding personnel practices; counsels various constituents on both internal and external policies and procedures;
5. participates in determining long and short-range goals and objectives of overall human resources program and represents Human Resources on university/agency committees;
6. performs Human Resources functions related to a variety of areas of specialization;
7. participates in the budget process for personnel operations;
8. develops and prepares narratives, reports and statistics including benefit and salary summaries, employee positions and staff demographics;

9. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in human resources administration, management, organizational administration, public administration, labor relations, business administration, or a field closely related to the position.
2. Two (2) years (24 months) 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.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge above the rudimentary understanding of principles and procedures used in human resources (i.e. personnel recruitment, selection, training, compensation, benefits, labor relations and negotiation and personnel information systems).
2. Knowledge above the rudimentary understanding 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. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling leadership techniques, production methods and coordination of people and resources.
4. Skill in reviewing and formulating/revising human resources policies and procedures and in exercising control over the implementation of policies and procedures.
5. Skill in utilizing organization and time management and in effectively managing multiple priorities on a daily basis.
6. Strong/excellent communication (verbal and written) and interpersonal skills to effectively present information including writing and editing reports and other materials and to respond to requests for guidance and/or clarification.
7. Ability to employ critical thinking skills, creativity, and ingenuity for effective and timely problem-solving.

8. Ability to maintain professional relationships and to work effectively as a member of a team and/or as a project leader with the public, faculty, staff and administration as well as a variety of external union representatives and organizations.
9. Ability to organize, analyze and interpret data and have strong attention to detail and a high level of accuracy.
10. Ability to tactfully handle situations involving employee performance/discipline with utmost discretion and professionalism.
11. Ability to plan, supervise, and evaluate the work activities of others.