

MASTER SPECIFICATION

JOB INFORMATION

Date:	8/8/2017 1:19:55 PM
Official Title:	Human Resources Assistant III Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	553407
Job Family:	Human Resources/AA

JOB SUMMARY

The Human Resources Assistant III provides specialized administrative human resources program support in one or more human resources functions such as employment, classification, employee relations, records, and communications.

NATURE OF WORK

The Human Resources Assistant III is responsible for performing a wide variety of routine and skilled clerical and paraprofessional administrative tasks of basic to moderate complexity in a predominately human resources area, including processing transactions using appropriate paper forms and business systems to generate reports and queries appropriate to the specific role. Job responsibilities require specialized functional knowledge of one or more areas in human resources. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Serves as a consultant to other institutional departments or units in the operation and retrieval of data from the system and may coordinate smaller projects assigned to the unit.

Administers specialized human resources programs by performing routine clerical duties in a specific functional area.

Verifies human resources documents and forms to ensure completeness, accuracy and compliance with human resource policies and procedures; follows up with departments to ensure resolution.

Provides general information and informs employees and the public of institutional policies and procedures as they relate to the specific human resources functional area.

Provides answers to routine questions, resolves policy or procedure-related problems and refers more complex questions and requests to human resources staff with the appropriate expertise.

Enters employee data into institutional systems and maintains manual filing procedure.

Updates and maintains human resources document tracking systems and databases, and official personnel files.

Performs clerical functions with personal computers and appropriate software for various human resources processes including form preparation, report preparation, and other related functions.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
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Associate's degree, or vocational or technical school degree	Business or secretarial science	X		
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Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related experience	X		