



University System of Maryland Job Class Specification

TITLE: HUMAN RESOURCES ASSOCIATE II
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: S-434161

JOB CODE: N10HR2
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: HRM

APPROVED BY: Chancellor's Designee:
James Sansbury, Associate VC Financial Affairs/Human Resources

EFFECTIVE DATE: 7/1/2008

JOB SUMMARY

Under general supervision, functions as a lead worker or senior technician performing specialized administrative clerical duties in support of the Human Resources function to include areas such as employment, classification, compensation, benefits, payroll, equal employment opportunity/affirmative action, employee relations, training and human resources information systems.

PRIMARY DUTIES

1. Provides guidance, direction, and training to human resources associates or other positions in a decentralized human resources function.
2. Responds to moderately complex inquiries regarding the application of human resources policies, procedures and programs. Researches and interprets policies and procedures providing factual information.
3. Researches, analyzes, and consolidates data for reports following general instructions. Prepares correspondence and specialized and recurring reports.
4. Receives, processes, and distributes employment, payroll, benefits, and other human resources documents. Verifies completeness, accuracy and consistency of data and related reports. Performs basic mathematical computations.
5. Assists in establishing and updating human resources files and databases. Reviews and audits data for accuracy. Ensures confidentiality of information as required.
6. Researches and resolves problems related to clerical functions and human resources transactions. Assists others in completing human resources forms and transactions.
7. Assists in coordinating human resources programs such as employee orientation, staff development, benefits enrollment, United Charities and Savings Bonds.

8. Operates manual and automated office equipment to prepare and maintain documents and information.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Four years clerical experience, three years of which must have involved the application of human resources policies and procedures.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of human resources practices and procedures; of basic mathematics including ratios and percentages; of modern office practices, procedures, systems, and equipment. Skill in the use of keyboards, automated systems, computers, and related software to facilitate assigned work; in organizing and executing multiple assignments under specific time constraints. Ability to communicate effectively both orally and in writing; to understand and interpret human resources policies and procedures; to provide guidance and training to others; to maintain poise and courtesy under pressure; to handle sensitive and confidential matters with discretion and tact; to accurately perform mathematical computations; to operate standard office equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A