



Human Resources Job Family: **Human Resource Assistant Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Human Resource Assistant III INDIVIDUAL CONTRIBUTOR	Human Resource Assistant IV INDIVIDUAL CONTRIBUTOR	Human Resource Assistant V INDIVIDUAL CONTRIBUTOR
Handle sensitive and confidential matters and information with appropriate discretion and judgment; answers basic questions; escalates complex questions.	Handle sensitive and confidential matters and information with appropriate discretion and judgment; answers questions; escalates complex questions.	Handle sensitive and confidential matters and information with appropriate discretion and judgment; answers complex questions; may escalate very complex questions.
	Provide direct support to supervisors and employees as issues arise in a variety of staff/labor relations matters; responsible for entering transactions and may assist with contract language questions.	Provide direct support and consultation to supervisors and employees as issues arise in a variety of staff/labor relations matters; may assist with employee relations issues and advise on contract language.
May post jobs in systems and may assist with the recruitment process.	Assist with the recruitment process, providing guidance to hiring managers to reach a well-qualified and diverse pool of candidates.	Advise and assist with the recruitment process, providing comprehensive guidance to hiring managers with development of recruitment strategies to reach a well-qualified and diverse pool of candidates; suggest best practices and assist with implementation.
	Screen and may recommend applicants as needed for identified positions.	Screen, interview, assess, and recommend applicants as needed for identified positions, including serving on search teams and advising members about appropriate search processes.
	Review Staff Position Descriptions, may assist managers and supervisors with writing Staff Position Descriptions for new positions, reclassifications, and reorganization.	Advise and assist managers and supervisors in composing and developing Staff Position Descriptions (SPD) for new positions, reclassifications, and reorganizations; research and provide classification recommendations.

Human Resource Assistant III INDIVIDUAL CONTRIBUTOR	Human Resource Assistant IV INDIVIDUAL CONTRIBUTOR	Human Resource Assistant V INDIVIDUAL CONTRIBUTOR
	Provide information to ensure the consistent, effective, accurate and compliant interpretation and application of human resource programs, policies and procedures, collective bargaining contracts.	Provide information, advice, and guidance to ensure the consistent, effective, accurate and compliant interpretation and application of human resource programs, policies and procedures, collective bargaining contracts.
	Provide data reporting to support business decisions; prepare spreadsheets and graphs; may draft presentations.	Provide complex data reporting and analysis to support business decisions; analyze data and provide summary of observations for a wide variety of management and decision making uses, including identifying trends and/or gaps in the data; prepare complex reports, spreadsheets, graphs, presentations and recommendations.
Enter HR transactions, including students and layoffs in a timely manner.	Initiate and troubleshoot HR transactions; ensure that all actions are timely, complete, and accurate and that all required processes, procedures, policy, contractual and legal requirements are met; act as a resource in answering Workday related questions; enter non-academic transactions and may enter academic transactions.	Initiate, troubleshoot, and review HR transactions; ensure that all actions are timely, complete, and accurate and that all required processes, procedures, policy, contractual and legal requirements are met; approve routine Workday transactions and act as main resource in answering any Workday related questions; responsible for the entering of academic transactions, may advise on policies and responsible for tracking academic leaves
Enter DBL, FML, WC and leave transactions into Workday.	Handle DBL, FML, WC and leave cases; track staff leaves, including FML, parental leave, short- and long-term disability, and Worker's Compensation, ensuring that the necessary paperwork is on file; assist with simple leave cases.	Handle DBL, FML, WC and leave cases; proactively coordinate staff leaves, including FML, parental leave, short- and long-term disability, and Worker's Compensation, ensuring that the necessary paperwork is on file and that appropriate, timely advice and counsel is provided to staff, managers and supervisors.
		Meet with individuals prior to any leave, when appropriate, to review policies and procedures and provide them with options and all required documentation for the impending leave.
	Responsible for straightforward visa sponsorship.	Responsible for somewhat complex visa sponsorship.
May assist with Employee Recognition programs or coordinating trainings.	May be responsible for Employee Recognition programs or coordinating trainings.	Responsible for Employee Recognition programs or coordinating trainings.
	Enter student employment and graduate appointment transactions into HR system and resolves issues; enter student employment salaries.	Enter student employment and graduate appointment transactions into HR system and resolves complex issues.

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	Responsible for entering SIP override transactions into HR system.	Give advice on Salary Improvement Program, salary ranges for staff, academic others and temp wages; ensure salaries are at federal, state, university minimums; ensure compliance with multiple jobs guidelines.
	Enter layoff transactions, may assist managers/ supervisors with paperwork.	Consult with managers and supervisors on layoff policies and procedures.
	Review Kronos time tracking and make necessary adjustments; review hourly accruals usage based on FTE and years of service.	Review exempt tracking and make necessary adjustments; review hourly accruals and usage based on FTE and years of service; may be back up approval for college; advise managers regarding policy.

FACTOR PROFILE	10464 HUMAN RESOURCE ASSISTANT III, BAND C	10465 HUMAN RESOURCE ASSISTANT IV, BAND D	10466 HUMAN RESOURCES ASSISTANT V, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school diploma and 2 to 4 years relevant experience or equivalent combination	Associates Degree and 2 to 4 years relevant experience or equivalent combination	Associates Degree and 4 to 6 years relevant experience or equivalent combination
IMPACT	Extends beyond department	Extends beyond college/unit	Extends beyond college/unit
CONTACTS - INSIDE	Coordinate activities Contribute to group projects	Coordinate activities Contribute to group projects	Provide guidance or instruction
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain involved information Provide detailed response
CONTACTS - STUDENTS	Provide information or instruction on policies/ procedures	Deals with confidential information such as grades, financial records, etc	Deals with confidential information such as grades, financial records, etc

FACTOR PROFILE	10464 HUMAN RESOURCE ASSISTANT III, BAND C	10465 HUMAN RESOURCE ASSISTANT IV, BAND D	10466 HUMAN RESOURCES ASSISTANT V, BAND E
SUPERVISION	Students Temporaries On-the-job training	Students Temporaries On-the-job training	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Focus on entire field	Focus on entire field	Focus on entire field and related areas
LEVEL OF DECISION MAKING	Makes routine decisions within limits prescribed by established policies or by supervisor	Make decisions which require consideration of various criteria. Decisions are usually within limited prescribed by established policies or by supervisor	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolves most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolves most questions Accomplish most tasks alone Keep supervisor informed of progress
SUPPORT SKILLS – WRITING	Provides standard responses to inquiries	Provides a non-standard response or prepares written material that requires some research	Provides a response for which few prototypes exist or prepare written information that requires extensive research
SUPPORT SKILLS – COMPUTER	Uses business or technical programs for data input or word processing to create documents or reports	Uses a variety of business or technical programs to complete information management or production tasks	Use business or technical programs to complete tasks requiring sophistication in usage
WORKING CONDITIONS - PHYSICAL	Lift less than 10 lbs.	Lift less than 10 lbs.	Lift less than 10 lbs.

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WORKING CONDITIONS - VISUAL	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention
WORKING CONDITIONS - HAZARD	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.