

HUMAN RESOURCES ASSISTANT-ADVANCED TITLE DEFINITION

I. DEFINITION

HUMAN RESOURCES ASSISTANT-ADVANCED

Positions allocated to this title: (1) coordinate and perform a wide variety of program activities in a large, centralized human resources office, (2) perform all human resources functions as the coordinator of the human resources program for a multi-faceted organizational unit, (3) provide comparable staff services and coordination in a human resources program of similar size and complexity. The work at this level involves the development and implementation of internal procedures; the independent and varied application and interpretation of rules, regulations, policies, guidelines, and procedures; substantial technical decision making; and extensive intra- and inter-departmental and outside contacts with applicants, employees, management, and other operating units for coordinative and informative purposes. The program activities of positions allocated to this title involve more responsible decision making, more complex assignments, and encompass a wider scope of human resources functions. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Provide advice and assistance to program staff related to preparation of supportive materials, such as position descriptions, organizational charts, exclusionary forms, and justifications
- Coordinate recruitment activities with employing units including composing announcements and advertisements, reviewing past recruitment activities, recommending recruitment activities or changes in proposed recruitment plans
- Control and maintain budget, coordinating allocations and additions with various units or offices
- Develop and prepare various reports for the agency and the federal government
- Attend grievance meetings to provide guidance or recommendations
- Manage grievance data base and assist labor relations specialists in preparation for arbitrations
- Coordinate human resources training program for employees, including establishing fees and monitoring the training budget

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.