

# HR Associate: HR Associate III

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Performs a variety of general Human Resources support tasks in such areas as employee records, benefits, education/training, employment, compensation, and equal employment opportunity. Maintains both manual and automated personnel records, collects and compiles sensitive and confidential personnel statistics and prepares reports. In accordance with procedures, furnishes information to authorized persons and/or agencies. Provides information to all levels of employees regarding personnel policies and procedures.

## **Knowledge**

Full knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered.

## **Supervision Received**

Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.

## **Consequence for Errors**

Errors may be difficult to detect and would normally result in loss of customer business, material, or equipment to resolve.

## **Contacts**

Contacts are frequent with individuals representing other departments, and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

## **Work Products (Examples may include but are not limited to)**

Performs a wide variety of human resources support and administration activities in compensation, employment, benefits, employee relations, training and related areas. Provides a variety of administrative support functions. Prepares and maintains employee personnel files, records, and information. Processes departmental forms, records and documents. Extracts and compiles a variety of personnel data for consolidation into management reports such as weekly manpower report, insurance/benefit reports, salary surveys, OSHA, Affirmative Action reports and the like. May interview employment applicants for non-exempt positions. May perform complex tasks in support of various professional and management staff, make travel arrangements for employees and managers, utilize Microsoft Office to create Word, Excel and/or PowerPoint documents for management, assist in approving/completing expense reports, attend meetings, prepare briefings and take notes.

## **Minimum Education and Experience**

4+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.