

# HR Associate

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.

	Level 1	Level 2	Level 3	Level 4
	HR Associate I	HR Associate II	HR Associate III	Sr. HR Associate
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	Considerable knowledge of the job. Substantial acquaintance with and understanding of general aspects of the job with a broad understanding of the detailed aspects of the job.	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.	Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.	Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.	Minimal supervision. Work may be done without established procedures.
Consequence for Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.	Errors may be difficult to detect and would normally result in loss of customer business, material, or equipment to resolve.	Errors are very difficult to detect and would normally require significant expenditures to resolve.
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.	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.	Contacts are frequent with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

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<b>Work Products (Examples may include but are not limited to)</b>	Performs routine tasks in support of human resources activities. Assignments are generally simple and repetitive in character such as sorting and filing correspondence, employment applications, status changes, resumes and the like. Maintains simple files, posts records and logs; compiles minor statistical data. Performs routine administrative tasks and responsibilities such as assist visitors with sign in and badge assignment, maintain and order office and/or other supplies, answer phones, schedule meeting rooms, file, copy, receive and distribute internal mail, and enter data into documents. May operate general business machines such as PC, copier, calculator, fax, or other office machines.	Performs a variety of semi-routine to advanced tasks in support of human resources activities. Assignments require application of detailed knowledge of HR functional policies and practices. Maintains employee files, records and changes of status. Compiles and checks HR reports. Provides a variety of administrative support functions such as schedule conference rooms, assist in preparation of materials (may be training, proposals, publications, reports, spreadsheets, presentations, and documents) for managers. Assignments are of moderate complexity requiring the exercise of some discretion and use of limited judgment and initiative. May operate general business machines such as PC, copier, calculator, fax, or other office machines.	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.	Screens, evaluates and conducts reference checks on candidates. Coordinates job postings and resume routing activities. Maintains liaison with outside employment sources. Conducts employee orientations to inform new hires of company benefits programs. Provides a variety of administrative support functions. May lead a specialized area of support and/or provide work directions to lower level colleagues. Tasks may include schedule and coordinate events, make travel arrangements, assist in approving employee timecards, be a lead admin contact for an office/dept/contract, and assist with meetings as needed. Maintains requisition and advertising logs.
<b>Minimum Education and Experience</b>	Entry Level. 0+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.	2+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Intermediate MS Word, PowerPoint and Excel skills.	4+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.	6+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.