

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN RESOURCES ASSISTANT

POSITION CODE: 19690
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under direction, performs specialized clerical duties associated with human resources administration activities; work is coordinative in nature, requires the application of human resources policies and procedures, and regularly entails authorized access to information relating to the effectuation or review of collective bargaining policies or, in a confidential capacity, assisting those who effectuate the agency's labor relations policies; checks completions on varied forms and documents; assures adherence to established criteria; provides information to form/document preparers as to inclusions, completion, computations and approvals; may serve as a lead worker to equivalent or lower level office staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews employment applications, forms and/or documents to verify correctness and adherence to governing rules and bargaining agreements. Computes, verifies, corrects seniority and/or continuous service dates; reviews allocation list to identify error, notifies professionals for corrective action; computes salary increases; verifies creditable service dates.
2. Reviews requisitions for staffing to assure the positions are established; receives and routes eligible lists to requested source; reviews eligible list to assure veteran's preference, category criteria and entrance rate criteria are completed, and selection conforms with established policy; maintains time records of eligible lists. Reviews requisitions for temporary and emergency permits for completions, notifies request source of disposition as appropriate.
3. Maintains headcount control records and allocation lists; resolves routine errors revealed on reports.
4. Reviews benefits enrollment and claim documents and forwards same after making corrections and verifying information; provides retirement system information; provides unemployment claim information; gathers information for worker's compensation claims, leaves of absence and other benefits.

HUMAN RESOURCES ASSISTANT (Continued)

5. Scores written, keyboarding, dictation and other performance tests; assigns numerical keyboarding, dictation and performance scores to employment applications; verifies minimum performance requirements are met by applicants.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related clerical experience such as would be acquired at the Office Assistant level, or satisfactory completion of an approved training program.

Knowledge, Skills and Abilities

Requires extensive knowledge of office practices, procedures and programs.

Requires extensive knowledge of composition, grammar, spelling and punctuation.

Requires working knowledge of basic mathematics.

Requires ability to follow oral or written instructions.

Requires ability to operate commonly used manual and automated office equipment, systems and software and perform routine maintenance.

May require skill in keyboarding accurately.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals, and/or be able to communicate effectively in sign language.