

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

HUMAN RESOURCES ASSOCIATE

POSITION CODE: 19691  
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs complex, specialized paraprofessional human resources functions requiring substantial originality, responsibility and technical knowledge of human resources programs; as an advanced paraprofessional, provides information, data collection, updating and treatment leading to design and maintenance of rules, plans, bargaining agreements and studies/projects in human resources administration; regularly assists and acts as a confidential assistant to labor relations managers or, through participation in human resources programs, has authorized access to information concerning labor relations policy reviews and implementation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides information associated with processing of all types of human resources documents used in internal/external offices to include the flow and approval of such actions. Makes decisions in those areas where interpretations of the rules, pay plan, collective bargaining contracts, retirement benefits, insurance benefits, financial disclosure, unemployment benefits is a consistent application of a standard method (e.g., computation of vacation, lengths and types of leaves of absence, amount of salary increase for stipulated action, method of appointment to vacancies (contract and noncontract), performance evaluation times of review where such interpretations are clearly known or decision as to application is based on past precedent); direction is from a human resources professional when resolving unusual applications and interpretations.
2. As a paraprofessional, gathers and places into a usable whole information and data for use by professionals in pre-suspension meetings, layoff reconsideration meetings, rules and contract grievances, Civil Service Commission hearings, court cases, appearances before legislative committees, regulatory bodies and reports to the exclusive bargaining representative of monthly human resources administration actions.
3. Receives instruction in structured interviewing and selection processes, participates in the review and preparation of interview questions and may observe the interview and evaluation process; reviews and maintains results of candidate selection, assuring adherence to policies and required procedure and documentation.
4. Assists professionals in areas of human resources administration: classification and pay, test development, selection and examining, employee and labor relations; prepares graphs or charts depicting percentages of time by work program to include written descriptions of each program; prepares tabularized data from salary surveys reflecting minimum to maximum distribution of data by class; computes the mean for importance or difficulty characteristic of skill items or the distribution of employees by collective bargaining categories with reflected characteristics, e.g., costs of negotiated increases, distribution among agencies, written description of categories used; administers performance, written and computerized examinations; compiles and maintains examination reports and examination announcements.

## HUMAN RESOURCES ASSOCIATE (Continued)

5. As a working supervisor or lead worker, provides guidance and direction to three or fewer support staff engaged in processing and maintaining information and data utilized in classification, pay, accession/separation evaluation, staffing characteristics of employed staff evaluation, prevailing rate certification data, labor contracts and other human resources activities; provides guidance and advice in the processing, maintenance and use of information or data such as continuous service dates, seniority dates, creditable service dates, dates used for computing service awards and performance reviews; assures information or data is both current and accessible for professionals; oversees and assures compliance with established review and approval processes, including the flow of information to agency areas where responses as to salary increase, promotion, performance evaluation, leaves of absence return, employment permit approvals and eligible listings, suspension expiration, warning notice filing, geographical transfer and appointment reporting is required; assures delinquent non-returns of required information/data are addressed; prepares, conducts and signs performance evaluations of subordinate staff; effectively recommends and imposes disciplinary action and adjusts subordinate staff grievances.
  
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 two years of college or satisfactory completion of an approved training program.

#### Knowledge, Skills and Abilities

Requires extensive knowledge of office practices and procedures.

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

Requires extensive knowledge of arithmetic computations.

Requires working knowledge of human resources programs, rules and regulations.

Requires ability to establish and develop written instructions and procedures.

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

May require skill in keyboarding accurately.

May require ability to instruct, guide and train others.

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.