

HUMAN RESOURCES ASSOCIATE, SENIOR

Job Code	Pay Grade
20114	CL15

Nature of Work

This is professional level human resources (HR) work implementing a variety of human resources management programs. Employees in this class perform technical and administrative tasks relating to implementation and maintenance of the Unified Personnel System and may be responsible for one or more specialized human resources programs such as benefits, employment, pay and classification, communications, HRIS, or training. The incumbent must be able to effectively work with people at all levels of responsibility from unskilled laborer to management to elected officials, exercise sound judgment, and communicate effectively orally and in writing. Incumbent performs with considerable independence on technical matters, but refers problems of an unusual nature to a supervisor or manager. Upon recommendation of the division director and approval of the Director of Human Resources, an incumbent in this classification may be promoted to Human Resources Analyst. The position reports to an HR Officer or designee.

Minimum Qualification Requirements

- 6 years of highly technical and professional human resources or personnel administration experience; or
- Associate's degree in personnel management, public or business administration, finance or directly related field and 4 years of highly technical and professional human resources or personnel administration experience; or
- Bachelor's degree in human resources, personnel administration, business, public administration, or a related field and 2 years of highly technical and professional experience in human resources or personnel administration; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position (such as Human Resources Analyst) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Develops and revises written examinations in accordance with professional standards, evaluates applicant qualifications, reviews item analysis, test statistics and other statistics, establishes passing points, assists in the update and maintenance of an item bank.
- Develops unassembled examinations in accordance with professional standards including the development of criteria, point systems, as well as questionnaires, reviews and rates applicant responses, and handles appeals including discussions of evaluations with applicants.
- Conducts position classification reviews by using job analysis including analyzing position audit questionnaires, conducting field interviews, auditing positions, and composing and revising position description/class specifications.
- Conducts wage and salary surveys and prepares charts, spreadsheets, and reports.
- Coordinates and conducts training programs and assists in maintaining automated class schedules and records.
- Provides technical support in the administration of a broad range of employee benefits, assistance and/or insurance programs including health, wellness, dental, life, retirement, employee assistance and related tasks.

HUMAN RESOURCES ASSOCIATE, SENIOR (continued)

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Illustrative Tasks (continued)

- Plans, implements, and provides employee education for the group health, disability, life insurance and health improvement programs.
- Counsels supervisors, employees and their dependents on a wide variety of laws, rules and policies including the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), benefits eligibility, Unified Personnel System rules, employment law and equal employment, etc.
- Develops and edits articles and items for publication in newsletters, reports, websites, training materials and broadcast distribution.
- Creates documents for publication including layout and graphic design using desktop publishing and other software.
- May perform information processing duties including data entry and retrieval, using available statistical and computer programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

Depending upon division assignment:

- Knowledge of the principles and procedures of public sector human resources administration.
- Knowledge of the principles of management, education, career development, and statistics.
- Knowledge of principles, practices and techniques relevant to recruiting qualified, employment applicants.
- Knowledge of principles, methods and techniques relevant to labor classification and compensation.
- Knowledge of benefits programs, laws, and regulations.
- Knowledge of the Family Medical Leave Act, the Americans with Disability Act, and other benefits related to federal, state and local laws.
- Knowledge of analytical concepts and methods used in benefits compensation, classification or testing determination.
- Knowledge of publication principles and methods including desktop and web publishing.
- Skill in the use of publishing software.
- Skill in public speaking.
- Skill in the use of a personal computer including word processing, spreadsheet and database applications.
- Ability to perform technical computations and statistical tabulations, and prepare reports based upon the findings.
- Ability to interact with community resource organizations.
- Ability to write and prepare documents for distribution including design and layout.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to analyze facts, prepare reports, and maintain filing systems.
- Ability to deliver accurate and understandable information in response to inquiries and complaints.
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees and others.

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Created	EEOC Code	Overtime Code
12/14	Professionals	Classified/Excluded