

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
HUMAN RESOURCES ASSISTANT**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future paraprofessional positions which function as Human Resources Assistants. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses paraprofessional positions which perform administrative support work in a human resources program area. Positions make independent decisions concerning the application of a wide variety of human resources rules, regulations, and procedural guidelines, and provide assistance to employees, program personnel, and the public. Positions allocated to this classification must meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which do not meet the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform advanced-level administrative support work of considerable difficulty in a human resources program area for a majority of the time and are more appropriately classified as Human Resources Assistant-Advanced.

3. Positions which perform professional-level human resources work for a majority of the time and are more appropriately classified as Human Resources Specialist, Human Resources Coordinator, University Human Resources Manager, or similar professional human resources classification.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

E. Terms Used in this Classification Specification

Moderate Difficulty: Refers to work which requires that the employee be confronted with a variety of duties, susceptible to different methods of solution, which in turn places a correspondingly higher demand on resourcefulness.

Considerable Difficulty: Refers to duties which require independent judgment; many factors must be considered and weighed before a decision can be reached. Work of considerable difficulty usually requires that position plan, develop, or coordinate activities or programs, or part(s) thereof, and direct or coordinate other support employees.

Paraprofessional: A type of work closely related to and resembling professional work, with a more limited scope of functions, decision making, and overall accountability. A para-professional position may have responsibility for segments of professional-level functions, but is not responsible for the full range and scope of functions expected of professional positions.

II. DEFINITION

HUMAN RESOURCES ASSISTANT

The is paraprofessional administrative support work in a human resources program area. Positions allocated to this classification perform work of routine to moderate difficulty as a support assistant in a human resources program of an agency, institution, or campus, or a comparable organizational sub-unit. Work is performed under general supervision.

Examples of work include, but are not limited to:

- Review and accept or reject applications for employment
- Schedule oral examinations
- Draft or assist with the drafting of job announcements
- Prepare certification requests, process requests, and perform follow-up procedures, including routine classification and recruitment decisions and informational contacts
- Process transfers, reinstatements, voluntary demotions, promotions, and termination actions
- Coordinate employee attendance at training programs and assist in preparing training materials

- Oversee the human resources recordkeeping system, including responsibility for developing procedures and forms
- Coordinate the classification, staffing, and recordkeeping activities for limited-term positions in the unit
- Coordinate a delegated recruitment program, including preparing announcements and advertisements, reviewing applications, and maintaining certifications lists and examination results
- Provide technical assistance to professional human resources staff in the development and processing of certification requests, and the maintenance of personnel, position control, and examination records
- Answer questions regarding human resources policies and procedures, employment opportunities, and other matters relating to human resources from program personnel, employees, and the public
- Coordinate the workers' compensation program for a large organizational unit
- Brief new personnel relative to employee benefits, work rules, and other information
- Enter information in electronic data bases

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe paraprofessional positions which provide administrative support assistance in a human resources program area. This classification replaces the Personnel Assistant 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to nonrepresented classifications.

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