

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



HUMAN RESOURCES ASSOCIATE I

Class Code: 2661

FLSA Code: N/E (Non-Exempt)

Pay Range: 07

JOB SUMMARY

Under general supervision, performs specialized administrative clerical duties in support of the Human Resources functions to include areas such as employment, classification, compensation, benefits, payroll, equal employment opportunity/affirmative action, employee relations, and training and human resources information systems.

PRIMARY DUTIES

1. Responds to routine inquiries regarding the application of human resources policies, procedures, and programs. Interprets and distributes bulletins and directives; assists others in completing human resources forms and transactions.
2. Receives, processes, and distributes employment, payroll, benefits, and other human resources documents. Verifies completeness, accuracy and consistency of data and related reports; performs basic mathematical computations.
3. Gathers and consolidates data for reports following general instructions. Prepares correspondence and recurring reports.
4. Assists in coordinating human resources programs such as employee orientation, staff development, benefits enrollment, United Charities, and Savings Bond.
5. Assists in establishing and updating human resources files and databases. Reviews and audits data for accuracy. Ensures confidentiality of information as required.
6. Researches and resolves problems related to clerical functions and human resources transactions.

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7. Operates manual and automated office equipment to prepare and maintain documents and information.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three years clerical experience, one year of which must have involved the application of human resources policies and procedures.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of general human resources practices and procedures; of business english, spelling, grammar and punctuation; of modern office practices, procedures, systems and equipment. Ability to understand and interpret human resources policies and procedures; to communicate effectively both orally and in writing; to maintain poise and courtesy under pressure; to handle sensitive and confidential matters with discretion and tact; to organize and execute multiple assignments under specific time constraints with general instructions; to perform mathematical computations; to operate standard office equipment and keyboards.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.