

# AgriLife Classification Description

Last Updated: 4/17/02

0815  
HUMAN RESOURCES TECHNICIAN  
11/01/01

## *SUMMARY*

**General Description:** Performs advanced human resources administrative support duties or specialized activities and/or supervises a group of human resources support staff employees within a specific organizational unit.

## *DUTIES*

**Typical:** Performs advanced administrative duties in support of a human resources manager or other professional staff member or administrative management of a specialized activity; directs and supervises office activities; assists in planning and implementing training programs for new personnel; provides assistance and guidance to other human resources support staff and ensures that processing conforms with policies and procedures; handles non-routine correspondence and reports; proofreads correspondence and reviews data for accuracy; compiles data and develops administrative analyses and summary reports on human resources concerns; responds to varied questions which may require researching and consolidating data processing programs and procedures; performs related duties as required.

## *SUPERVISION*

**Received:** General instruction and periodic review from administrative supervisor.

**Given:** General instruction and frequent review to office and other support staff.

## *EDUCATION*

**Required:** High school graduation supplemented by college level courses in human resources or business administration or any equivalent experience.

**Preferred:** Associate degree in a related field.

## *EXPERIENCE*

**Required:** One year as a Human Resources Associate, or five years progressively responsible experience in clerical and human resources positions. Previous customer service experience.

**Preferred:** Supervisory experience. Previous experience at Texas A&M University.

## *KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** Working knowledge of word processing, spreadsheet, and database management programs. Ability to work as a team member in a dynamic organization. Customer service orientation. Ability to perform accurately in a detail oriented environment. Good interpersonal communications skills with the ability to organize and make decisions. Knowledge of Human Resources principles. Use of standard office equipment, microcomputers and terminals in a mainframe environment.