

AgriLife Classification Description

Last Updated: 4/17/02

0819
HUMAN RESOURCES ADVISOR I
01/30/02

SUMMARY

General Description: Provides paraprofessional support to customers in the areas of human resources processes, procedures or services.

DUTIES

Typical: Serves as a liaison and technical resource to customers; advises customers on human resources processes, procedures or services; may conduct presentations on issues relating to area of expertise or as needed to educate and serve clients; maintains records, database and/or files; drafts related correspondence. Prepares various reports; researches and resolves routine issues in connection with assigned job duties; may perform specialized human resource functions in an assigned area; may assist in the supervision of support staff in absence of supervisor; 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 or any equivalent combination of training and experience.

Preferred: Associate Degree.

EXPERIENCE

Required: Six years of progressively responsible experience in clerical and human resources positions, including customer service experience.

Preferred: None.

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.