

## AgriLife Classification Description

Last Updated: 4/17/02

0820  
HUMAN RESOURCES ADVISOR II  
02/01/02

### *SUMMARY*

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

### *DUTIES*

**Typical:** Serves as a liaison and technical resource to customers; advises customers on human resources processes, procedures or services; conducts 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 and prepares various reports; assists in gathering, compiling and producing statistical data; researches and resolves problems and interprets policies; performs specialized human resource functions in an assigned area and may represent the department in area of specialization; performs special projects and makes recommendations to supervisor on special projects; assists in the supervision of support staff in absence of supervisor; assists in making improvements to or developing new processes and services; assists in the preparation and documentation of 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 or any equivalent combination of training and experience.

**Preferred:** Associate degree.

### *EXPERIENCE*

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

**Preferred:** Previous supervisory experience.

### *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.