

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Human Resources Technical Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00770	Human Resources Technical Assistant
00771	Human Resources Technical Specialist
00772	Human Resources Associate

Series Concept

This series includes position incumbents in a human resources office who perform technical work in human resources at the department/agency level. Position incumbents process human resources documents and provide information to employees and supervisors at the department/agency level regarding programs administered by Iowa Department of Administrative Services –Human Resources Enterprise (DAS-HRE), including but not limited to compensation (class and pay plans, payroll system); benefits (employee leave, health, dental, life and long term disability insurance; workers' compensation; deferred compensation; and IPERS retirement), employment (application, testing, list of eligibles, selection, performance evaluation and Equal Employment Opportunity/Affirmative Action) and labor relations (collective bargaining) programs.

This series also includes positions that perform specialized technical work in specific DAS-HRE programs. Positions serve as technical experts and document-processors for the specific programs.

Exclusions

The following are excluded from classification within this series:

1. Positions that perform professional level work in human resource programs are classified in the Human Resources Professional Series.
2. Positions that perform general technical work are classified in the appropriate administrative support or administrative program work series.
3. Positions that perform payroll processing functions outside of a human resource office are classified in the appropriate clerical or technical series.

Class Distinctions

Human Resources Technical Assistant

Position incumbents at this level perform technical support work in a human resources office. Position incumbents work under general supervision and exercise limited independent judgment in determining methods or procedures. Contacts with others may include providing information and assistance to agency/department staff or the public. Position incumbents may serve as initial contact for a human resource office, establish and maintain records and files, verify employment, prepare paperwork for new employees, receive applications, track human resources information such as leave used, prepare simple reports from databases, notify supervisors when performance appraisals are due, provide information to employees on benefits and personnel policies. In agencies with more than one technical human resources employee, position incumbents may specialize in less than the full range of human resources program

Human Resources Technical Series

areas. Incumbents may work under the guidance of a Human Resources Associate or Human Resources Technical Specialist.

Human Resources Technical Specialist

This level differs from the Human Resources Technical Assistant level in that position incumbents serve as a technical expert and are only located in DAS. These positions advise department/agency HR staff regarding all aspects of the program assigned, such as employee eligibility and document processing. Positions incumbents review department/agency documents for accuracy and completeness. Position incumbents may assist in the development of forms, guidelines and procedure manuals.

Human Resources Associate

This level differs from the Human Resources Technical Assistant and Human Resources Technical Specialist levels in that position incumbents serve as the primary human resources department/agency contact and liaison with DAS technical and professional staff. Position incumbents perform work closely related to professional work, with a more limited scope of functions, decision-making, and overall accountability. Position incumbents may have responsibility for segments of professional level programs, but are not responsible for the full range and scope of functions expected of professional positions. Position incumbents provide information to department/agency management regarding human resources program areas, and may provide guidance to other human resources technical support positions regarding human resources matters. Typically, there is only one Human Resources Associate position in an agency/department or institution. In large centralized departments, however, there may be additional positions in a Central Office.

Note: Any additions and/or reclassification of human resource office staff will be reviewed and classified by a DAS-HRE Classification Team.

Effective date: 01/11 CH