

Market Range Detail - Human Resources Associate

Effective Date

January 5, 2015

Market Range Title Description

Positions in this market range title are responsible for performing a variety of entry-level professional human resources work. This market range title is differentiated from the Human Resources Specialist in that the former is responsible for performing professional human resources work and more complex analysis of human resources matters. It is further differentiated from the Human Resources Analyst by the less complexity and responsibility of work performed and the less diverse nature of human resources work.

Depending on the area of assignment, typical job duties may include: coordinating department recruitment activities; reviewing job applications and participating in the interview process; researching and recommending recruitment strategies; responding to applicant and employee inquiries; presenting training classes; assisting with employee relations issues; researching various HR issues; developing employee communications; participating in the implementation of human resources policies, procedures, and projects; interpreting and explaining policies and procedures and state and federal laws; preparing and reviewing human resources paperwork.

This market range title differs from the Human Resources Analyst in that the latter is responsible for performing moderate to advanced level professional human resources work of a broader, diverse and more complex nature.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$19.98	\$24.65	\$29.32

Likely Minimum Qualifications

- Bachelor's Degree in human resources, business administration or a related field.
- Some administrative or paraprofessional exp may be preferred.
- Experience working in a human resources environment preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Employee Disability Specialist
- Human Resources Associate
- Merit Systems Specialist
- Succession Planning Associate

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.