

Human Resource Associate

Civil Service Professional Career Path

Function: This is the primary, generalized structure of positions within the Human Resource (HR) Associate custom classification.

HR Associate (Salary Range \$39,897 (grade min.) - \$55,000)

- Entry-level professional positions focused on HR
- Comparable to Admin. Aide level, but all primary duties in HR
- Generally no specialty factor

HR Specialist or Generalist (Salary Range \$45,000 - \$65,000)

- Primary HR professional for a unit, program, or division of a large unit
- Serve as an authority; provide expertise and consultation; plan and execute complex projects; investigate and troubleshoot problems
- May specialize in a focus area such as recruiting, training, or HR systems

Senior HR Specialist or Generalist (Salary Range \$50,000 - \$75,000)

- Advanced HR Specialist: Minimum qualifications require internal university HR experience and/or specialized field of HR practice

HR Coordinator (Salary Range \$55,000 - \$80,000)

- Primary HR professional coordinating among multiple units or programs; creates links and acts as a liaison
- Administratively responsible for implementing program priorities, setting goals/objectives for subordinates in the ongoing process of a program
- May supervise other HR staff

Senior HR Coordinator (Salary Range \$60,000 - \$120,978 (grade max.))

- Advanced HR Coordinator: Minimum qualifications require internal university HR experience and/or specialized field of HR practice