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**invites applications for the position of:**

## **Human Resource Associate**

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**SALARY:** \$17.50 - \$19.00 Hourly  
**DEPARTMENT:** Idaho Public Television  
**OPENING DATE:** 01/26/21  
**CLOSING DATE:** 02/09/21 11:59 PM  
**DESCRIPTION:**



To perform specialized human resource and administrative support tasks to maintain professional human resource functions; perform related work.

Part-Time, Non-Benefitted Human Resource Associate

Position is based at our Boise Headquarters

Typical work week is 19.5 hours. Schedule will be determined at time of offer. Some flexibility is available.

Idaho Public Television is seeking someone with existing knowledge and experience in human resource management practices to maintain and attract a dynamic and creative staff that supports the programs Idahoans love to watch.

As the HR Associate, you would contribute directly to upholding Idaho Public Television's vision to be an accessible and trusted resource that challenges the mind, sparks curiosity and promotes understanding.

This is the first of a three-level professional Human Resource job family. The half time work schedule is conducive to students in upper level human resource course work, human resource professionals who want to work a less demanding schedule for work-life balance, or want to explore public sector human resource management.

### **EXAMPLE OF DUTIES:**

The Human Resource Associate performs a variety of administrative support activities that are integral to the State's Human Resource information processing such as:

- Maintaining employee record systems, responding to requests for information, orienting new employees, reviewing personnel actions for compliance with federal, state and agency rules, policies and procedures, and preparing and submitting personnel, payroll and benefits documents

- Provides assistance to agency human resource or management staff for all or parts of a state agency's human resource recruitment, training, employee relations and classification program

Recruitment responsibilities:

- May include composing recruitment announcements and advertisements, creating, modifying and implementing recruitment plans including working with agency human resource or management staff to review applicant information, explain application and hiring processes and supporting managers regarding recruitment and selection practices

Training activities:

- May include researching, coordinating and participating in the delivery of human resource training

Employee relations activities:

- Could include recommending changes to human resource policies, researching and communicating with agency staff on human resource trends and issues and assisting in the problem-solving process
- May also conduct preliminary classification work including collecting job analysis data, recommending revisions to existing class specifications and evaluation mechanisms, and compiling compensation data
- May lead or supervise support staff

## MINIMUM QUALIFICATIONS:

Some knowledge of:

- Human resource management concepts

Good knowledge of:

- Administrative support functions including organization skills, composing business documents, compiling and summarizing data, and customer service

Experience:

- Interpreting and applying employment laws, rules, regulations and policies

**Preferred Qualifications:**

- **Experience:** preparing written correspondence and reports; using Microsoft Excel for complex data analysis; coordinating recruitment and applicant tracking using a human resource information system
- **Some knowledge of:** interviewing methods; computerized record systems

## SUPPLEMENTAL INFORMATION:

To learn more about the Idaho Public Television, please visit our website at: [idahoptv.org](http://idahoptv.org).

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be a Human Resource Associate for Idaho Public Television.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/idaho>

Position #07600  
HUMAN RESOURCE ASSOCIATE  
SA

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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### Human Resource Associate Supplemental Questionnaire

- \* 1. MQ1: Please describe how you have gained some knowledge of human resource administration. Typically gained by six months or more of work experience providing human resources related assistance to employees and management in areas such as performance evaluation systems, employee relations, employer compliance with employment laws, rules and regulations, salary administration, job analysis and classification and employee benefit programs or other closely related professional-level human resources activities OR through successful completion of two college-level courses covering human resources concepts OR a training course or seminars of approximately 30 hours or more specifically covering human resource concepts.
  
- \* 2. MQ2: How have you gained good knowledge of administrative support functions including organization skills, composing business documents, compiling and summarizing data and customer service? Typically gained by an associate's degree in Administrative services OR one year of experience performing all the duties listed above (overall computer and clerical experience)
  
- \* 3. MQ3: How have you gained experience interpreting and applying employment laws, rules, regulations and policies? Typically gained through one year of work experience with responsibility for reviewing documents or actions for compliance with laws , regulations, and /or policies OR through explaining to others how laws , regulation or policies apply to specific situations
  
- \* 4. Extra Credit: I have experience preparing written correspondence and reports. Typically gained by six months of work experience where an essential function was writing correspondence, reports and other business documents OR successful completion of two college-level writing courses.  
 Yes  
 No
  
- \* 5. Extra Credit: I have at least one (1) year of work experience using spreadsheet software, such as Microsoft Excel or similar, to create and modify electronic worksheets, design and print graphs, and performed complex data analysis using tools, such as Pivot tables.  
 Yes  
 No
  
- \* 6. Extra Credit: Employee recruitment methods. Please describe how you have gained experience in the area of recruitment to include methods and strategies, types of positions recruited, number of vacancies (single or mass quantities), and selection and

hiring processes. This is typically gained through completion of a three credit college course in human resource administration or a related field that covered recruitment methods and strategies OR at least 6 months experience involving the recruitment of technical and professional positions. Please list course title, number of credits, and description of course.

- \* 7. Extra Credit: Choose the statement below that best describes how you have obtained knowledge of interviewing methods. This is typically gained through professional experience interviewing, or through training in effective interviewing practices. (General reception experience required of receptionists is non-qualifying.)
- I have no college-level education or full-time professional experience using interviewing methods.
  - I have less than six (6) months' full-time professional work experience where major job functions involved using interviewing methods; OR I am currently taking college-level coursework related to interviewing methods.
  - I have more than six (6) months' full-time professional work experience where major job functions involved using interviewing methods; OR I have successfully completed college-level coursework related to interviewing methods.
  - I have more than one (1) year of full-time professional work experience where major job functions involved using interviewing methods; AND I have successfully completed college-level coursework related to interviewing methods.
- \* 8. Extra Credit: Do you have at least 6 months' experience entering and verifying information in a computerized record system?
- Yes
  - No

\* Required Question



**STATE OF IDAHO**  
invites applications for the position of:

## Human Resource Specialist

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<b>SALARY:</b>	\$19.43 - \$26.00 Hourly
<b>DEPARTMENT:</b>	Idaho Public Television
<b>OPENING DATE:</b>	04/19/21
<b>CLOSING DATE:</b>	05/02/21 11:59 PM
<b>DESCRIPTION:</b>	



Idaho Public Television (IdahoPTV) is seeking someone with existing knowledge and experience in human resource management practices to join our organization.

As IdahoPTV's HR Specialist, you would contribute to upholding IdahoPTV's foundational values of being an accessible and trusted resource that challenges the mind, sparks curiosity and promotes understanding.

This position will provide human resource services in one or more of the following areas:

- Performs or supervises preparation and submittal of personnel, payroll and benefits documents
- Consultation and training in human resource areas
- Application review and candidate testing
- Recruitment, job analysis and classification, employment program administration; perform related work.

This is a full-time position with benefits located at our Boise Office.

As an agency operating under the State Board of Education, we are able to offer our full-time employees reduced tuition and fees at state universities and colleges.

### EXAMPLE OF DUTIES:

IdahoPTV's Human Resource Specialist will perform a variety of the following typical responsibilities:

#### Consultation:

- Consults with and advises management on human resource issues and problems
- Conducts and coordinates human resource training
- Investigates personnel problems, reports findings and makes recommendations to management



- Coordinates grievance proceedings

**Human resource services:**

- Performs or supervises preparation and submittal of personnel, payroll and benefits documents
- Conducts employee orientation
- Advises others regarding recruitment and selection practices and requirements
- Reviews personnel actions and employment activities for compliance with federal, state and agency rules, policies and procedures
- Recommends personnel policies and procedures
- Establishes and maintains employee record system
- Hires staff and evaluates performance
- Responds orally and in writing to requests for information
- Job analysis and classification: collects job analysis data, identifies classes of work and job requirements and develops class specifications
- Recommends appropriate classification

**Examination:**

- Analyzes job application materials to determine whether candidates meet minimum qualifications

**Recruitment:**

- Develops recruitment announcements
- Makes presentations on state employment at job fairs and before groups
- Coordinates and facilitates register and hiring process

**Reporting:**

- Responsible for annual personnel reporting requirements, tasks and deliverables to the Federal Communications Commission (FCC) and the Corporation for Public Broadcasting (CPB)

**Supervision:**

- Supervises a part-time HR Associate

**MINIMUM QUALIFICATIONS:**

- Good knowledge of human resource administration; equal employment opportunity concepts and legal requirements.
- Experience with interpreting and applying laws, regulations, and policies; counseling employees on human resource matters.

**Minimum Qualifications Specialties:**

- Good knowledge of administrative support functions including organization skills, composing business documents, compiling and summarizing data and customer service.

**Preferred Qualifications/Extra Credit**

- Experience processing personnel actions on Idaho's State Paperless On-line Personnel System (IPOPS)
- Experience working with sensitive or restricted data
- Experience with employee recruitment methods
- Experience with equal opportunity concepts and legal requirements, including FMLA, ADA, ADEA, EEO and FLSA
- An active certification with SHRM or the HR Certification Institute

**SUPPLEMENTAL INFORMATION:**

**Distinguishing Characteristics:**

It is essential for incumbents to have a good understanding of human resource administration and related responsibilities to accomplish a variety of tasks.

To learn more about the Idaho Public Television, please visit our website at: [idahoptv.org](http://idahoptv.org).

Make a difference in your community and in the lives of the citizens of Idaho today by applying to be a Human Resource Specialist for Idaho Public Television.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

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<https://www.governmentjobs.com/careers/idaho>

Position #08539  
HUMAN RESOURCE SPECIALIST  
DT

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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**Human Resource Specialist Supplemental Questionnaire**

- \* 1. (05141 MQ1) Please describe how you have gained good knowledge of human resource administration. This is typically gained by one (1) year of experience in a human resources role where you performed duties in one or more of the following areas: recruitment, employee relations, classification and compensation or human resource training OR through two three-credit courses covering human resource concepts AND six months of experience as listed above.
  
- \* 2. (05141 MQ2) - Do you have good knowledge of equal employment opportunity concepts and legal requirements? Typically, this background is gained through at least one (1) year of experience reviewing personnel actions for compliance with these concepts and requirements OR one year of experience applying this knowledge in order to recruit, select staff, validate tests, plan development/compliance, etc. OR successful completion of upper division or graduate level college coursework covering these concepts OR seminars/training sessions of at least 20 hours covering these concepts.
  
- \* 3. (05141 MQ3) Please describe your experience interpreting and applying regulations or policies and procedures. This is typically gained by one year of experience reviewing for compliance with laws, regulations or policies and procedures and

explaining discrepancies or explaining to others how laws, regulations or policies apply to specific situations as a regular part of the job. Note: Include in your response if you have experience developing policies for your organization, based on interpretation of regulations; experience implementing policies; what types of policies; and if the policies were for a single issue and/or if they affected other departments or units.

- \* 4. (05141 MQ4) Please describe your experience counseling employees on human resource matters. Typically gained through at least one year of work experience where a delegated responsibility of the job was providing counseling to employees on human resource matters such as explaining benefit options, grievance/problem-solving issues, workplace issues, career development. If you were responsible for providing advice and counsel to supervisors or managers, or involved in counseling on sexual harassment, respectful workplace and/or other discrimination issues, please include that in your response as it may increase your score.
  
- \* 5. (MQ Specialty) Please describe how you have obtained good knowledge of administrative support functions including organization skills, composing business documents, compiling and summarizing data and customer service. Typically gained by six months of work experience multi-tasking job responsibilities, composing business correspondence and/or reports used by supervisors or managers and experience providing assistance to customers, either internal or external to the organization.
  
- \* 6. Extra Credit: I have at least six (6) months of experience processing personnel actions on the Idaho State Paperless On-line Personnel System (IPOPS). This item is not required for this position but could increase your score.
  - Yes
  - No
  
- \* 7. Extra Credit: I have at least one (1) year of experience working with Sensitive or Restricted Data such as financial, personal, and/or medical with the responsibility to protect the confidentiality of that information. This item is not required for this position but could increase your score.
  - Yes
  - No
  
- \* 8. Extra Credit: I have at least one (1) year of experience creating job postings, conducting interviews and processing new hire data. This item is not required for this position but could increase your score.
  - Yes
  - No
  
- \* 9. Extra Credit: I have at least one (1) year of experience working with equal opportunity concepts and legal requirements, including FMLA, ADA, ADEA, EEO and FLSA. This item is not required for this position but could increase your score.
  - Yes
  - No
  
- \* 10. Extra Credit: I currently hold an active certification with SHRM or the HR Certification Institute. This item is not required for this position but could increase your score.
  - Yes
  - No

- \* 11. Even if you have attached your customized resume, please cut and paste your resume below. Your resume should emphasize your experience, education and training directly related to the minimum qualifications and validate your exam answers.

\* Required Question