



**WEST VIRGINIA**  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Human Resources Associate**

*An Equal Opportunity Employer*

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<b>SALARY:</b>	\$2,305.17 - \$4,264.42 Monthly \$27,662.00 - \$51,173.00 Annually
<b>DEPARTMENT:</b>	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
<b>OPENING DATE:</b>	01/17/23
<b>CLOSING DATE:</b>	01/26/23 11:59 PM
<b>LOCATION OF VACANCY:</b>	KANAWHA

**NATURE OF WORK:**

BMS2300029

Under general supervision, performs highly confidential and complex level human resources work in the areas of payroll, timekeeping, benefits, personnel transactions, and other human resource functions through HRM/Kronos WVOASIS for the bureau. The human resources management section handles all personnel related transactions at the bureau level. Assess and process personnel transactions into WVOASIS, HRM for all components including, but not limited to, new hires, resignations, retirements, leave of absences, dismissals, suspensions, address changes, reallocations, etc. retain accurate personnel files and records. Prepares and inputs job postings and requests registers through NEOGOV. Review and approve employee timecards for BMS employees. Process SIF forms to CFM for building/parking access. Process parking checks for temp employees and contractors process NAF requests for a network/email account for new hires through the office of technology. Process requests for employees to have access to certain files on the shared drive per management. Answer/forward BMS phone calls to the appropriate staff and answer the BMS emails from the BMS generic email account. Sort and distribute mail. Aid in recruitment and staffing such as attending job fairs. Other job duties as assigned.

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

<https://dhhr.wv.gov.vip.Pages/default.aspx>

#DHHRJOBS

0511P03734

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** Candidates may substitute related experience in human resources, payroll, bookkeeping or accounting for the required education at the rate of one (1) year of experience for thirty (30) semester hours of education.

**Promotional Only:** Two (2) years of full-time or equivalent part-time paid experience as a Human Resources Assistant.

**Note:** A valid driver's license may be required.

**OTHER INFORMATION:**

PG: 10 \$27,662 - \$51,173

Market Rate: \$45,088

Email applications to [kim.d.huffman@wv.gov](mailto:kim.d.huffman@wv.gov) or mail to Kim Huffman at 350 Capitol Street Charleston, WV 25301 Room 251

Please note: Applications of covered state employees, mailed to DOP or completed via DOP's online method, are not forwarded to BMS.

Please include posting number BMS2300029 on the application

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

Position #BMS2300029  
HUMAN RESOURCES ASSOCIATE  
JM

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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