Human Resources Assistant

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HUMAN RESOURCES (HR) ASSISTANT	1727	B14	$37,144 - $55,134

GENERAL DESCRIPTION

Performs routine to moderately complex (journey level) human resources administrative and technical assistance work within a human resources management department, in areas such as recruitment and selection, compensation, classification, employee relations, and benefits. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Greets visitors to the department and answers and directs department calls to appropriate staff.

Answers basic questions and resolves routine issues related to human resources management.

Enters, updates, and retrieves data from various automated, human resources, and/or payroll systems.

Maintains files and records.

Assists in processing personnel actions and reviewing completed personnel actions to ensure conformity with agency policies and state and federal regulations.

Assists in posting required notices.

May assist in posting job vacancies and receiving employment applications.

May assist in preparing, editing, and distributing correspondence.

May assist in preparing job descriptions and job postings.

May assist in organizing and scheduling interviews, training classes, and new hire orientation sessions.

May schedule appointments and maintain department calendars.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in human resources administrative and technical assistance work. Graduation from a standard senior high school or equivalent supplemented by courses in human resources management is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of human resources management.

Skill in oral and written communication; in using a computer and applicable software, including human resources-related applications; and in handling multiple tasks and prioritizing.

Ability to maintain confidential and sensitive information and to communicate effectively.