



# Human Resources Assistant

Salary Group: B12

Class Code: 1727

| <u>CLASS TITLE</u>                    | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u>        |
|---------------------------------------|-------------------|---------------------|----------------------------|
| <b>HUMAN RESOURCES (HR) ASSISTANT</b> | 1727              | B12                 | <b>\$27,840 - \$43,798</b> |
| HR SPECIALIST I                       | 1729              | B14                 | \$31,144 - \$49,134        |
| HR SPECIALIST II                      | 1731              | B16                 | \$34,918 - \$55,130        |
| HR SPECIALIST III                     | 1733              | B18                 | \$39,521 - \$64,449        |
| HR SPECIALIST IV                      | 1735              | B20                 | \$45,158 - \$73,788        |
| HR SPECIALIST V                       | 1737              | B22                 | \$51,614 - \$84,479        |
| HR SPECIALIST VI                      | 1739              | B24                 | \$59,004 - \$96,720        |

## GENERAL DESCRIPTION

Performs entry-level human resources administrative and technical assistance work. Work involves assisting with human resources administrative and technical support activities within a human resources management program (recruitment and selection, compensation, classification, employee relations, or benefits). Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Screens telephone calls and greets visitors to the department; routes calls and directs visitors to appropriate staff.

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

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

Files documents and maintains files and records.

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

Assists in posting required employment notices and posters.

May assist with posting job vacancies and receiving employment applications.

May assist in administering and scoring employment tests and processing forms and documents.

May assist in preparing job descriptions and job postings.

May assist in organizing training classes and new hire orientation.

May set appointments and maintain the calendars for a human resources management program.

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 human resources-related software applications, and in handling multiple tasks and prioritizing.

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