HUMAN RESOURCES ASSISTANT
TITLE DEFINITION

I. DEFINITION

HUMAN RESOURCES ASSISTANT

This is paraprofessional administrative support work in a human resources program area. Positions allocated to this title perform work of routine to moderate difficulty as a support assistant in a human resources program of an agency, institution, or campus, or a comparable organizational sub-unit. Work is performed under general supervision.

Examples of work include, but are not limited to:

- Review and accept or reject applications for employment
- Schedule oral examinations
- Draft or assist with the drafting of job announcements
- Process transfers, reinstatements, voluntary demotions, promotions, and termination actions
- Coordinate employee attendance at training programs and assist in preparing training materials
- Oversee the human resources recordkeeping system, including responsibility for developing procedures and forms
- Coordinate the staffing, and recordkeeping activities for limited-term positions in the unit
- Coordinate a delegated recruitment program, including preparing announcements and advertisements, reviewing applications, and maintaining certifications lists and examination results
- Provide technical assistance to professional human resources staff in the development and processing of certification requests, and the maintenance of personnel, position control, and examination records
- Answer questions regarding human resources policies and procedures, employment opportunities, and other matters relating to human resources from program personnel, employees, and the public
- Coordinate the workers’ compensation program for a large organizational unit
- Brief new personnel relative to employee benefits, work rules, and other information
- Enter information in electronic data bases

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.