



**Job Title: HR Assistant**

## **CLASSIFICATION DESCRIPTION**

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**Department: Human Resources**

**Pay Grade: 104**

**FLSA Status: Non-exempt**

**Remote Work Eligible: No**

### **JOB SUMMARY**

This position is responsible for assisting in an assigned Human Resources (HR) function or activity such as recruitment, employee benefits, or compensation. Duties may include: tracking multiple timelines; providing information to employees or supervisors; preparing and reviewing reports for accuracy; responding to questions regarding area of responsibility; interpreting related policies and procedures; conducting new hire orientations; maintaining job descriptions; determining starting salaries; and maintaining accurate records.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Enters and maintains data for assigned areas such as data for hires, promotions, terminations, retirements, and other status changes.
- Answers questions regarding assigned informational area; responds to employee and supervisor inquiries regarding policies and procedures; and may assist with forms related to assigned area.
- Researches problem areas; resolves related issues in assigned area of responsibility.
- May verify employment; post job openings; screen applicants; test candidates; and set-up interviews.
- Confirms background and military status as requested.
- May assist with paperwork and documents such as compiling offer letter including determination of salary, reviewing I-9 information, and ensuring forms are fully completed and signed.
- Files and maintains records for assigned area.
- Sends and collects surveys as requested.
- Assists with assigned projects.
- Answers phones and emails; provides assistance with procedures by walking through processes step-by-step as needed.
- May assist other employees within HR.
- Performs other duties as assigned.

Prepared: February 2023

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Associate degree; two (2) years of related work experience in human resources; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- HR principles and practices;
- HR programs;
- Applicable federal, state, and local laws, rules, and regulations;
- Customer service principles;
- Budget principles;
- Recordkeeping principles; and
- Computers and related software applications.

### Skills in:

- Coordinating programs, services, and events;
- Compiling;
- Analyzing and summarizing information;
- Maintaining confidentiality;
- Performing mathematical calculations;
- Providing customer service;
- Using computers and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### Ability to:

- Maintain confidentiality.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

| <b>Physical Activities</b>   |  | <b>Physical Activities</b>   |  |
|--|--|--|--|
| Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching. |  | Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.   |  |
| Climbing – ascending, descending ladders, stairs, ramps, requires body agility.            |  | Reaching – extending hands or arms in any direction.   |  |
| Crawling – moving about on hands, knees, or hands, feet.                                   |  | Repetitive Motion – substantial movements of wrists, hands, fingers.   |  |
| Crouching – bending body forward by bending leg, spine.                                    |  | Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. |  |

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|--|----------|--|----------|
| Feeling – perceiving attributes of objects by touch with skin, fingertips.   |          | Standing – for sustained periods of time.  | <u>X</u> |
| Fingering – picking, pinching, typing, working with fingers rather than hand.  |          | Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.                    |          |
| Grasping – applying pressure to object with fingers, palm.   |          | Talking 1 – expressing ideas by spoken word.   | <u>X</u> |
| Handling – picking, holding, or working with whole hand.   |          | Talking 2 – shouting to be heard above ambient noise.  |          |
| Hearing 1 – perceiving sounds at normal speaking levels, receive information.  | <u>X</u> | Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.                           | <u>X</u> |
| Hearing 2 – receive detailed information, make discrimination in sound.  | <u>X</u> | Visual Acuity 2 – color, depth perception, field of vision.  | <u>X</u> |
| Kneeling – bending legs at knee to come to rest at knees.  |          | Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.   |          |
| Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. |          | Visual Acuity 4 – operate motor vehicles/heavy equipment.  |          |
| Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.                         | <u>X</u> | Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts. |          |
| Pulling – use upper extremities to exert force, haul or tug.   |          | Walking – on foot to accomplish tasks, long distances, or site to site.  |          |

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

**St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.**