

Human Resources Assistants, Except Payroll and Timekeeping

43-4161.00



Description: Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination.

Other Resources:

[ONET Link](#)
[MyNextMove Link](#)

Sample of Reported Job Titles: Human Resources Administrative Assistant (HR Administrative Assistant)

Job Zone

Title: 3 - Medium Preparation Needed

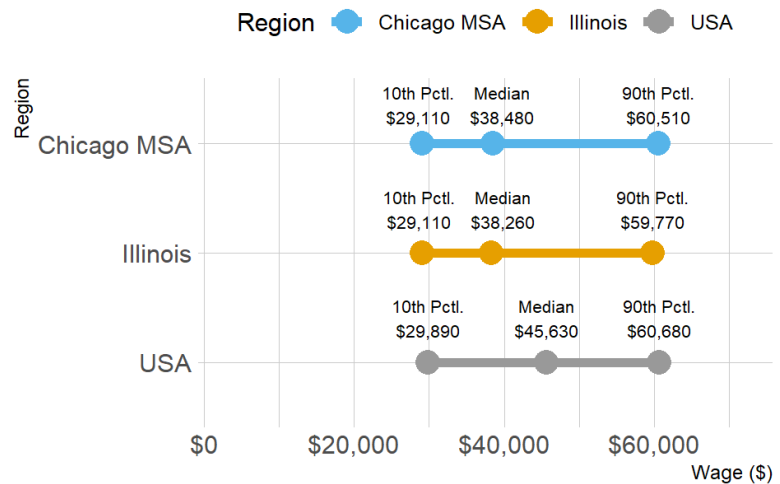
Education: Require training in vocational schools, related on-the-job experience, or an associate's degree.

Experience: Previous work-related skill, knowledge, or experience is required.

Training: One or two years of training involving both on-the-job experience and informal training with experienced workers needed. A recognized apprenticeship program may be associated with these occupations.

Hot Technologies: ADP Workforce Now, Database software, Enterprise resource planning ERP software, Google Docs, LinkedIn, Microsoft Access, Microsoft Office Suite

Region	Employment	Location Quotient	Median Wage
Chicago MSA	2,880	0.93	\$38,480
Illinois	4,020	0.98	\$38,260
USA	102,770	—	\$45,630



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.

Daily 82

Explain company personnel policies, benefits, and procedures to employees or job applicants.

Daily 81

Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.

More than weekly 81

Provide assistance in administering employee benefit programs and worker's compensation plans.

More than monthly 78

Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.

Daily 76