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)
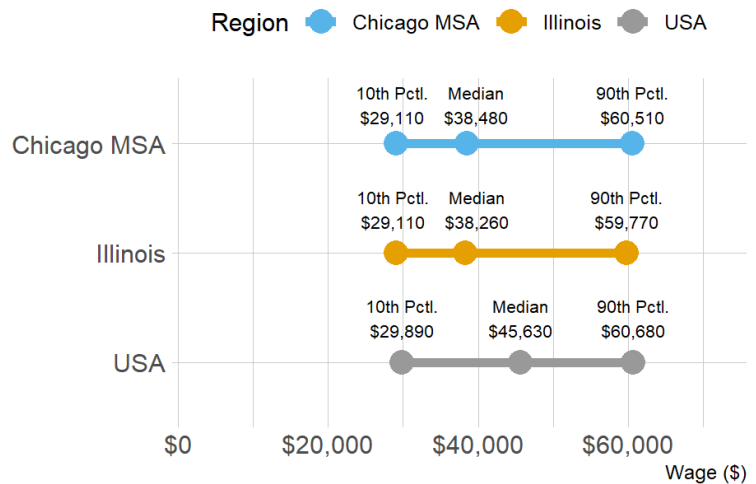
Job Zone

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

Region: ● Chicago MSA ● Illinois ● USA

Chicago MSA:
10th Pctl. $29,110 | Median $38,480 | 90th Pctl. $60,510

Illinois:
10th Pctl. $29,110 | Median $38,260 | 90th Pctl. $59,770

USA:
10th Pctl. $29,890 | Median $45,630 | 90th Pctl. $60,680

Wage ($): $0, $20,000, $40,000, $60,000

Top 5 Core Tasks According to Current Job Holders	Frequency	Importance (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

UIC **Nathalie P. Voorhees Center for Neighborhood and Community Improvement**