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|-------------|--------------------------|------------------------------|
| | Prior 7/1/2004 | After 7/1/2004 |
| Class Code: | 1006 | 1006 |
| Title: | Personnel Representative | Human Resources Assistant |
| Pay Grade: | 21 | N/A |
| Pay Band: | N/A | Specialized/Paraprofessional |
| FLSA: | Non-Exempt | Non-Exempt |

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Human Resources Assistant

Job Summary:

This is work assisting in the performance of workforce administration in a human resources department.

Example description of duties (not all inclusive):

Compiles and prepares reports and documents pertaining to personnel activities.

Examines employee files to answer inquiries and provides information for personnel actions.

Gathers personnel records from other departments and/or employees.

Compiles and types reports from employment records.

Searches employee files and furnishes information to authorized persons.

Assists the business operations of the Human Resources office.

Answers routine benefits questions concerning coverage and plan components.

Provides administrative support to Human Resources staff.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.