



Job Title	Human Resources Assistant I, II	Job Code	HR0811, HR0814
Pay Plan	USPS	Pay Grade	15, 16
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	HR Support

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Support Professionals serve as an internal service provider for generalized human resource functions.

Job Summary

Coordinates HR functions for the department. Serves as the key representative for designated departments regarding Talent Acquisition, Onboarding, Off boarding, Leave of Absence, Payroll Services, and Records Management.

Representative Duties

1. Payroll

- Conducts biweekly payroll processing for designated departments
- Processes payroll adjustments and audits as requested by supervisors and/or employees
- Runs payroll reports and generate LAPER's as requested

2. Recruitment

- Assists hiring managers and supervisors with the recruitment process
- Processes internal Recruitment Request Forms, reviews and creates posting requests, schedules Pre-Employment Physicals and New Employee Sign-Ins, conducts New Employee Sign-Ins
- Makes salary and job offers to selected candidates
- Assists with interviews when requested

3. Leave of Absence

- Assists employees with various types of leaves including full medical, intermittent, parental, and personal leave
- Generates, circulates and processes leave request forms
- Creates and routes reports, and distributes tracking logs
- Assists with Workers' Compensation Cases
- Circulates and processes Workers' Compensation forms including the Accident Incident Report and the Florida Workers' Compensation Uniform Medical Treatment Status Report Reporting Form (DWC-25)

4. Employment Services and Administration/Records Management

- Performs off-boarding tasks: schedules and completes exit interviews and processes exit paperwork
- Process internal Personnel Action Forms (PAF) to update employee job data and status
- Provides administrative support to management and employees
- Organizes and maintains employee personnel files and records and medical files
- Ensures all confidential materials are stored/managed appropriately
- Transitions paper files into electronic versions and manages the electronic database
- Types correspondence, collects data, prepares reports, and updates various spreadsheets
- Makes copies and routes them to the appropriate person as directed
- Provides back up and researches information as necessary and answers and routes calls and takes messages

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma	
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.