



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### HUMAN RESOURCES ASSISTANTS, EXCEPT PAYROLL AND TIMEKEEPING

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
HR Assistants, Xcpt Payroll & Timekeeping-B	R4161B	35	
HR Assistants, Xcpt Payroll & Timekeeping-O	R4161O	40	
HR Assistants, Xcpt Payroll & Timekeeping-A	R4161A	45	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. Compile and type reports from employment records. File employment records. Search employee files and furnish information to authorized persons.

#### Nature of Work

Human resources assistants maintain the human resource records of an organization's employees. These records include such information as name, address, job title, and earnings; benefits such as health and life insurance; and tax withholdings. Assist in the administration of a human resources management program and ensure compliance with state and federal laws and regulations.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role assist in processing personnel records and actions and perform standardized human resource clerical tasks.
- Employees review documents for accuracy and correspond with agencies, business and the public under supervision.

#### Recommended Education and Experience for Full Performance

High School diploma or GED and one (1) year of directly related experience in office administration and/or human resources environment.

#### Minimum Qualifications

High School diploma or GED.

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### Operational

- Employees in this Role independently process personnel records and actions and perform related clerical tasks.
- Employees are familiar with agency policies and procedures and perform specialized human resources clerical work; obtain and compile a variety of statistical and informational data; verify accuracy and completeness of appropriate assembled documentation.

### Recommended Education and Experience for Full Performance

High School diploma and one and a half (1.5) years of directly related experience in office administration and/or human resources environment.

### Minimum Qualifications

High School diploma and three (3) months of directly related experience in office administration and/or human resources environment.

### Advanced

- Employees in this Role process personnel records and actions that require substantive knowledge of the organization's programs, procedures, operations, rules, and regulations.
- Employees perform highly specialized clerical work requiring thorough understanding of human resources terminology.
- Employees develop and establish procedures; and recommend changes to procedures to meet changing needs.

### Recommended Education and Experience for Full Performance

High School diploma and two (2) years of directly related experience in office administration and/or human resources environment.

### Minimum Qualifications

High School diploma and six (6) months of directly related experience in office administration and/or human resources environment.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and

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other office procedures and terminology.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

### Skills

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Service Orientation** — Actively looking for ways to help people.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Time Management** — Managing one's own time and the time of others.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

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**Established:** 07/07/2001

**Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*