Georgia State University

Job Title: Classification & Compensation Assistant

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<tr>
<th>BCAT Code: 09TX44</th>
<th>Effective Date: April 1, 2007</th>
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<tr>
<td>Pay Grade: G11</td>
<td>FLSA Status: Non-Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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**General Description**
Provides administrative support to the staff of Classification and Compensation. Assists the Analysts and the Director with research for specific Classification and Compensation projects. Reviews routine actions for Facilities and Police. Maintains the database and generates various reports when needed.

**Examples of Duties**
- Provides routine classification and compensation information to customers.
- Maintains the Access database and generates monthly reports.
- Coordinates incoming requests and outgoing recommendations with analysts and customers.
- Logs, tracks, and processes position and all Personnel Action Forms (ePAFs).
- Updates the job specification for current job duties.
- Maintains and updates the filing systems.
- Orders and maintains supply inventories.
- Performs other duties as assigned.
- Takes and transcribes minutes at staff meetings.
- Maintains and updates pay plans.
- Provides job posting information to Recruitment.
- Maintains spreadsheets.
- Maintains the office budget.

**Knowledge, Skills, and Abilities**
- Knowledge of classification and compensation practices.
- Knowledge of basic computer operation and software, such as spreadsheets, word processing, databases, Peoplesoft, etc.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.

**Minimum GSU Hiring Standards**
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*