

(23057) Human Resource Assistant

Paraprofessional human resource job requiring two years of formal training beyond high school and 1+ years of experience in the field of human resources, or equivalent. Incumbents typically assist in more than one area of human resources, such as new employee orientation, worker's compensation, staffing, and relocation. Incumbents create and maintain employee personnel records, including tracking systems for vacation, sick leave and FMLA. Incumbents provide customer service to employees by answering questions regarding policies and procedures. Incumbents may also provide assistance in other areas of human resources by doing special projects, such as completing benefit and salary surveys. Incumbents may use specialized software applications. Incumbents work under limited supervision and will often make decisions based upon established policies and/or procedures.

Data Effective March 1, 2008	# of Orgs # of Emp		Base Salary					Bonus					Total Compensation					Formal Merit Salary Range (see definitions)			
			Q1 Un-Wtd Avg Wtd Avg Median Q3					Eligible		Actual			Q1 Un-Wtd Avg Wtd Avg Median Q3					# of Orgs Min Mid Max			
								# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg									
			Q1	Un-Wtd Avg	Wtd Avg	Median	Q3	# of Orgs	# of Emp	# of Orgs	# of Emp	Wtd Annual Avg	Q1	Un-Wtd Avg	Wtd Avg	Median	Q3	# of Orgs	Min	Mid	Max
All Data Summary																					
Total Participants																					
2008	85	126	\$30,000	\$33,314	\$33,698	\$34,320	\$36,858	29	31	18	18	\$2,022	\$30,160	\$33,743	\$33,987	\$34,337	\$37,148	39	\$28,417	\$34,740	\$41,153
2007	79	132	\$33,062	\$35,447	\$35,740	\$35,672	\$38,490	30	35	22	26	\$1,542	\$33,194	\$35,917	\$36,044	\$35,714	\$39,000	44	\$29,843	\$36,973	\$44,361
Geographic Area																					
Metro Minnesota	49	73	\$34,112	\$35,377	\$35,975	\$35,360	\$38,501	16	18	9	9	\$2,437	\$34,278	\$35,825	\$36,275	\$35,693	\$39,000	20	\$29,814	\$36,490	\$43,338
Greater Minnesota	15	20	\$28,662	\$30,021	\$31,008	\$32,146	\$33,966	5	5	3	3	\$753	\$29,053	\$30,172	\$31,121	\$32,146	\$34,341	10	\$26,775	\$32,367	\$37,970
NW & Central Iowa	15	19	\$27,518	\$30,210	\$29,791	\$29,640	\$33,280	6	6	5	5	\$1,685	\$27,518	\$30,772	\$30,234	\$29,952	\$33,280	5	\$26,600	\$32,906	\$39,194
North Dakota	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
South Dakota	4	11	-	\$30,513	\$29,381	\$27,385	-	1	1	-	-	-	-	\$30,513	\$29,381	\$27,385	-	2	\$24,151	\$30,056	\$35,962
Western Wisconsin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Industry																					
Manufacturing	36	42	\$29,661	\$34,524	\$34,392	\$34,544	\$38,002	17	17	11	11	\$2,347	\$30,214	\$35,241	\$35,007	\$34,834	\$38,542	15	\$29,241	\$35,508	\$41,946
Non-Manufacturing	49	84	\$30,000	\$32,426	\$33,351	\$34,208	\$36,816	12	14	7	7	\$1,512	\$30,080	\$32,642	\$33,477	\$34,208	\$36,858	24	\$27,901	\$34,260	\$40,657
Profit Status																					
Profit	62	73	\$29,666	\$33,460	\$33,433	\$33,800	\$36,712	25	27	15	15	\$2,084	\$29,952	\$33,964	\$33,861	\$34,112	\$36,858	26	\$28,429	\$34,749	\$41,163
Non-Profit	21	51	\$31,200	\$32,428	\$33,904	\$35,000	\$36,899	4	4	3	3	\$1,713	\$31,200	\$32,673	\$34,004	\$35,000	\$36,899	12	\$28,583	\$34,898	\$41,298
Public Sector	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sales/Budget																					
Under 25 Million	19	19	\$30,000	\$32,959	\$32,959	\$34,112	\$35,360	5	5	3	3	\$860	\$30,000	\$33,095	\$33,095	\$34,112	\$35,360	7	\$26,815	\$32,843	\$38,922
25 to 99.9 Million	27	27	\$28,625	\$33,335	\$33,335	\$33,520	\$38,147	11	11	6	6	\$2,919	\$28,625	\$33,984	\$33,984	\$33,520	\$38,781	15	\$27,495	\$33,323	\$39,394
100 to 199.9 Million	13	14	\$29,666	\$33,658	\$33,204	\$32,250	\$36,339	3	3	3	3	\$2,372	\$29,666	\$34,205	\$33,713	\$32,250	\$38,440	8	\$29,856	\$36,609	\$43,356
200 Million and over	26	66	\$31,200	\$33,381	\$34,164	\$34,887	\$37,148	10	12	6	6	\$1,531	\$33,150	\$33,734	\$34,303	\$34,887	\$37,148	9	\$29,918	\$36,916	\$43,860
# of Employees																					
1 - 100	14	15	\$30,000	\$33,381	\$33,340	\$34,424	\$36,712	5	5	3	3	\$860	\$30,000	\$33,566	\$33,512	\$34,507	\$36,712	6	\$27,536	\$33,519	\$39,558
101 - 500	45	46	\$30,742	\$34,212	\$34,062	\$34,229	\$36,381	17	17	11	11	\$2,562	\$30,742	\$34,838	\$34,674	\$34,492	\$38,440	19	\$29,519	\$36,139	\$42,944
501 - 1,000	15	21	\$27,560	\$29,964	\$30,483	\$29,666	\$33,280	5	7	3	3	\$827	\$27,560	\$30,130	\$30,601	\$29,666	\$33,280	7	\$25,519	\$30,897	\$36,278
Over 1,000	11	44	\$33,727	\$34,126	\$34,974	\$35,618	\$37,658	2	2	1	1	\$3,150	\$33,727	\$34,413	\$35,046	\$35,618	\$37,658	7	\$29,077	\$35,833	\$42,534

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Data Effective March 1, 2008	# of Orgs	# of Emp	Base Salary					Bns Eligible		Bonus Actual			Total Compensation					Formal Merit Salary Range			
			Q1	Un-Wtd Avg	Wtd Avg	Median	Q3	# of Orgs	# of Emp	# of Orgs	# of Emp	Annual Avg	Q1	Un-Wtd Avg	Wtd Avg	Median	Q3	# of Orgs	Min	Mid	Max
9 County MN Metro Area Breakouts (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Sherburne, Washington, Wright)																					
Total Metro Participants																					
2008 Metro MN	49	73	\$34,112	\$35,377	\$35,975	\$35,360	\$38,501	16	18	9	9	\$2,437	\$34,278	\$35,825	\$36,275	\$35,693	\$39,000	20	\$29,814	\$36,490	\$43,338
Industry																					
Manufacturing	21	23	\$34,341	\$37,254	\$37,392	\$35,693	\$40,602	10	10	6	6	\$3,200	\$34,424	\$38,168	\$38,227	\$36,400	\$40,602	8	\$30,701	\$37,613	\$44,829
Non-Manufacturing	28	50	\$33,280	\$33,970	\$35,323	\$35,360	\$37,440	6	8	3	3	\$910	\$33,280	\$34,067	\$35,378	\$35,360	\$37,939	12	\$29,223	\$35,741	\$42,343
Profit Status																					
Profit	33	37	\$33,800	\$36,237	\$36,521	\$35,360	\$39,520	14	16	8	8	\$2,650	\$34,112	\$36,879	\$37,094	\$35,360	\$39,520	11	\$31,140	\$38,153	\$45,387
Non-Profit	15	35	\$34,278	\$33,369	\$35,364	\$35,942	\$38,501	2	2	1	1	\$731	\$34,278	\$33,418	\$35,385	\$35,942	\$38,501	9	\$28,193	\$34,457	\$40,833
Public Sector	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales/Budget																					
Under 25 Million	13	13	\$33,280	\$34,441	\$34,441	\$34,424	\$35,360	3	3	2	2	\$785	\$33,280	\$34,561	\$34,561	\$34,507	\$35,360	4	\$30,056	\$37,461	\$44,954
25 to 99.9 Million	13	13	\$31,533	\$35,715	\$35,715	\$35,000	\$41,496	4	4	2	2	\$5,928	\$31,533	\$36,627	\$36,627	\$35,000	\$41,496	8	\$27,714	\$33,625	\$39,976
100 to 199.9 Million	9	9	\$32,240	\$35,568	\$35,568	\$35,360	\$37,440	3	3	3	3	\$2,372	\$32,240	\$36,358	\$36,358	\$36,339	\$39,466	5	\$31,600	\$38,640	\$45,675
200 Million and over	14	38	\$34,320	\$35,812	\$36,685	\$36,171	\$38,875	6	8	2	2	\$694	\$34,353	\$35,911	\$36,722	\$36,171	\$39,000	3	\$32,113	\$39,251	\$46,251
# of Employees																					
1 - 100	8	8	\$34,382	\$35,459	\$35,459	\$34,861	\$36,712	3	3	2	2	\$785	\$34,466	\$35,655	\$35,655	\$35,063	\$37,212	3	\$30,680	\$38,210	\$45,850
101 - 500	29	29	\$32,885	\$35,639	\$35,639	\$35,131	\$38,875	9	9	6	6	\$3,284	\$32,885	\$36,319	\$36,319	\$35,360	\$39,520	12	\$30,070	\$36,755	\$43,731
501 - 1,000	6	8	\$31,200	\$33,339	\$34,730	\$32,614	\$39,574	3	5	1	1	\$657	\$31,200	\$33,449	\$34,812	\$32,943	\$39,574	3	\$26,652	\$32,448	\$38,251
Over 1,000	6	28	\$34,715	\$36,041	\$36,826	\$36,608	\$38,750	1	1	-	-	-	\$34,715	\$36,041	\$36,826	\$36,608	\$38,750	2	\$31,723	\$38,383	\$44,836
Non-Metro Area Breakouts (Greater MN, NW & Central Iowa, North Dakota, South Dakota, Western Wisconsin)																					
Total Non-Metro Participants																					
2008 Non-Metro	36	53	\$27,518	\$30,506	\$30,562	\$29,952	\$34,008	13	13	9	9	\$1,607	\$27,518	\$30,908	\$30,835	\$30,000	\$34,138	19	\$26,946	\$32,899	\$38,853
Industry																					
Manufacturing	15	19	\$27,518	\$30,701	\$30,761	\$29,640	\$35,000	7	7	5	5	\$1,323	\$27,581	\$31,142	\$31,109	\$29,661	\$35,360	7	\$27,573	\$33,103	\$38,650
Non-Manufacturing	21	34	\$27,385	\$30,367	\$30,451	\$30,000	\$33,925	6	6	4	4	\$1,963	\$27,385	\$30,741	\$30,682	\$30,080	\$33,925	12	\$26,579	\$32,779	\$38,972
Profit Status																					
Profit	29	36	\$27,633	\$30,300	\$30,259	\$29,663	\$33,764	11	11	7	7	\$1,437	\$27,945	\$30,647	\$30,539	\$29,809	\$33,829	15	\$26,440	\$32,252	\$38,065
Non-Profit	6	16	\$26,997	\$30,074	\$30,709	\$32,500	\$34,193	2	2	2	2	\$2,204	\$26,997	\$30,808	\$30,985	\$32,814	\$34,193	3	\$29,754	\$36,220	\$42,692
Public Sector	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gross Sales																					
Under 25 Million	6	6	\$27,518	\$29,749	\$29,749	\$27,633	\$30,000	2	2	1	1	\$1,010	\$27,581	\$29,917	\$29,917	\$28,107	\$30,000	3	\$22,493	\$26,687	\$30,880
25 to 99.9 Million	14	14	\$28,625	\$31,125	\$31,125	\$31,918	\$35,000	7	7	4	4	\$1,415	\$28,625	\$31,529	\$31,529	\$32,231	\$35,360	7	\$27,244	\$32,978	\$38,730
100 to 199.9 Million	4	5	-	\$29,361	\$28,950	\$29,661	-	-	-	-	-	-	-	\$29,361	\$28,950	\$29,661	-	3	\$26,950	\$33,225	\$39,492
200 Million and over	12	28	\$26,997	\$30,545	\$30,742	\$30,080	\$34,299	4	4	4	4	\$1,950	\$26,997	\$31,195	\$31,021	\$31,682	\$34,299	6	\$28,821	\$35,749	\$42,665
# of Employees																					
1 - 100	6	7	\$27,518	\$30,612	\$30,919	\$30,000	\$35,360	2	2	1	1	\$1,010	\$27,685	\$30,780	\$31,063	\$30,000	\$35,360	3	\$24,391	\$28,829	\$33,266
101 - 500	16	17	\$28,625	\$31,624	\$31,370	\$32,032	\$34,138	8	8	5	5	\$1,696	\$28,625	\$32,154	\$31,869	\$32,261	\$34,758	7	\$28,575	\$35,084	\$41,593
501 - 1,000	9	13	\$23,317	\$27,714	\$27,869	\$29,120	\$29,666	2	2	2	2	\$913	\$24,642	\$27,917	\$28,010	\$29,120	\$29,666	4	\$24,669	\$29,734	\$34,798
Over 1,000	5	16	\$27,202	\$31,829	\$31,734	\$33,197	\$35,168	1	1	1	1	\$3,150	\$27,202	\$32,459	\$31,931	\$33,197	\$35,168	5	\$28,019	\$34,813	\$41,614