Open Position: RSA Personnel Assistant I

The RSA Human Resources Division is currently seeking an RSA Personnel Assistant I, an unclassified position. Not every applicant who applies will be interviewed.

Job Title:	**RSA Personnel Assistant I**	**Date**:	**October 26, 2026**

JOB DESCRIPTION

The Retirement Systems of Alabama (RSA) is seeking an RSA Personnel Assistant I, an unclassified position, to provide administrative and operational support to the Human Resources division for an agency of more than 360 employees. The ideal candidate will have strong communication, organizational, and decision-making skills, along with a general understanding of human resources operations.

QUALIFICATIONS AND SKILLS REQUIRED

- High school diploma required; Associate or Bachelor's degree in HR or related field preferred.
- 2+ years of HR administrative or support experience.
- Strong working knowledge of MS Office (Word, Excel, PowerPoint).
- Excellent written and verbal communication and organizational skills with the ability to think proactively and prioritize work.
- High standard of confidentiality and professionalism.
- Ability to pay close attention to detail and be flexible in a fast-paced organization.
- Punctual and reliable attendance.

MAJOR DUTIES AND RESPONSIBILITIES

- Maintain physical and digital files for employees and their documents, benefits, and attendance records, ensuring strict confidentiality.
- Schedule meetings and HR events.
- Deliver timely resolutions to employee inquiries while ensuring efficient and supportive communication.
- Process routine administrative reports and paperwork.
- Assist in the FMLA, Donated Leave, Paid Parental Leave processes, ensuring that documentation is received and processed correctly.
- Assist the agency coordinator for the State Combined Campaign.
- Assist in the coordination of onboarding and offboarding of all employees, including but not limited to posting job openings and sorting applications.
- Assist in the annual Statement of Economic Interests (SEI) filing.
- Assist in maintaining proper records of employee attendance and leave using the eSTART Time and Attendance system.
- Assist in the preparation of quarterly overtime reports and annual overtime requests, ensuring compliance with annual overtime approval.
- Assist with processing merit and non-merit performance appraisals.
- Perform related work as assigned.
- The successful candidate for this position will work with the Human Resources Division Monday-Friday, 8:00 a.m. to 5:00 p.m. on-site at our RSA Headquarters building in downtown Montgomery.

The above statements are intended to describe the general nature and level of work performed by this position. They are not an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as required.

The selected candidate will receive comprehensive, specialized training over a period of time, allowing the candidate to build on skills learned.

SPECIAL NOTE: Not everyone that applies for this open position will be interviewed.

Applicants hired by the State of Alabama (RSA) on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.

Resumes must be submitted to the Retirement Systems of Alabama, Attention: Human Resources Division, Suite 544, P.O. Box 302150 Montgomery, AL 36130-2150

Email to RSA.HumanResourcesMail@rsa-al.gov or Fax: 334.517.7906

Submission Deadline: Monday, November 9, 2026, at 5:00 pm

Salary Range: $36,338.40 - $48,796.80 annually
Starting salary will depend on qualifications and experience.

The Retirement Systems of Alabama is an Equal Opportunity Employer.