POSITION PURPOSE
Perform specialized work for varied personnel activities that include overseeing and participating in the preparation and processing of employment, benefits, compensation, training services, unemployment, workers compensation, EEO, and immigration issues. Interface with centralized units in the interpretation and application of University policies, practices and contractual agreements affecting a School/College/Division.

ESSENTIAL JOB FUNCTIONS
- Oversee and prepare a variety of complex non-academic (i.e., management, professional, clerical, etc.) and academic (i.e., faculty, research assistants, post doctorates, graduate assistants, etc.) personnel and payroll actions. Prepare and process paperwork related to appointments, promotions, salary administration, performance evaluation, etc. for several non-academic and academic employee groups. May possess signatory authority on personnel paperwork.

- Serve as a resource to department administrators in the interpretation and application of personnel procedures, labor contract provisions, federal regulations, University policies and general administrative processes. Interface with other School/College/Division business offices and central administrative units to obtain and exchange information and resolve personnel processing problems. Conduct training sessions and provide guidance on processing of personnel and payroll actions.

- Monitor personnel general fund and grant fund accounts for selected employee groups. Assist in reconciliation of expenditures and preparation of financial statements and activity reports of budget projections and allocations. Utilize administrative systems, including FMS, HRMS, PPS, GBS, etc. in supporting the administrative activities.

- Develop and prepare a variety of activity records, manuals, summaries, organizational surveys and statistical reports. Recommend new and enhanced departmental goals, policies and procedures. Attend internal and external meetings and informational sessions regarding personnel, and general University policies and procedures. Maintain departmental computerized database and personnel record system.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.
- Participate in other related personnel activities related to part-time temporary student and technician employment. Process appropriate paperwork and resolve payroll, placement, international services, and accounting matters.

- Supervise and oversee day-to-day operational activities of functional area. Monitor workflow of staff; supervise an activity or a group of activities specific in objective and content; possess decision making and signatory authority.

- Perform related work as assigned.

**ADDITIONAL COMMENTS**

This classification is designed to provide specialized knowledge in support of personnel administration for a School/College/Division. This level functions as the specialist relative to non-academic and academic personnel matters. Responsibilities at this level may include supervision of subordinate non-professional staff; recommendation of policies and procedures and the preparation of special reports and studies. Incumbents exercise procedural authority over personnel related activities. Considerable initiative, independent judgment and technical knowledge and responsibility are applied to work activities. This classification is assigned to a School, College or Division at the University having complex and varied personnel actions. This classification reports to and receives work direction from a management level position.

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with major coursework in business, personnel or public administration or an equivalent combination of education and/or experience.

- Reasonable knowledge and/or experience in personnel administration.

- Strong analytic and problem solving skills.

- Reasonable knowledge of University Financial Management System (FMS), Human Resources Management System (HRMS), General Billing System (GBS), Purchasing Payable Systems (PPS), etc.

- Considerable knowledge of University policies and procedures.

- Supervisory experience and ability to organize and prioritize work assignments.

- Ability to communicate effectively with others.

- Some knowledge of and experience with accounting principles and practices preferred.

- Excellent oral and/or written communication skills.

- Some database management experience and knowledge.

- Typically, incumbents have held a professional/administrative position, e.g. Administrative Assistant, Business Officer, etc.