TITLE: Personnel Clerk II

SALARY CLASS: SA430

SCHEDULE: Staff

UNION: Staff Association - Local 2071, U.A.W.

GRADE: 4

EEO CODE: 40

FLSA: Non-Exempt

CLASS: SA

POSITION PURPOSE

Assemble and process paperwork used to initiate personnel and/or payroll actions on University employees. A knowledge of general office routines and established policies and procedures is used to assist with personnel paperwork processing and provide clerical support to the unit.

ESSENTIAL JOB FUNCTIONS

- Process personnel and payroll forms to establish assignments for select groups of University employees in an assigned area in a School, College or Division. Gather standard University forms; assemble necessary supporting information to document actions; review Personnel Assignment (PASS) forms and other paperwork for accuracy and completeness; work with appropriate personnel to obtain complete and accurate information.

- Maintain department records on employees. Update files with new assignment and activity information; review personnel and payroll forms for accuracy and completeness; adhere to established deadlines for the assignment and pay of University employees; document personnel actions initiated. Type University forms and unit correspondence.

- Answer and direct incoming phone calls; receive employees and visitors; provide basic information on department policies, procedures and deadlines; assist in solving personnel paperwork processing problems. Open and sort incoming campus mail. Distribute work to part-time/temporary employees.

- Review for accuracy standard University forms. Verify First/Last Day of Work notices against Payroll records; compare Position Action Request forms (1489) information to unit requirements- making adjustments as needed; circulate information received to proper units/individuals.

- Maintain position roster and budget values for assigned area, School, College or Division. Track paperwork initiated and forwarded for action to ensure completion; follow up as needed. Prepare reports on personnel activity. Serve as liaison between unit employees and Human Resources and Payroll Departments to obtain information and assist in addressing employee problems and questions.

- Perform related work as assigned.
ADDITIONAL COMMENTS
This classification level independently processes standard University forms and supporting documentation used to initiate personnel and payroll actions for University employees in an assigned area, School, College or Division. Incumbents are expected to provide information on policies and procedures as well as assist in solving problems or concerns with personnel paperwork. This level performs tasks which are procedural in nature and handles new situations based on information learned through prior experience or exposure. Incumbents must exercise keen attention to detail. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS
- High school graduate or an equivalent combination of education and/or experience.
- Considerable knowledge of University policies and procedures.
- Ability to communicate effectively with others.
- Ability to operate standard office equipment.
- Ability to type with speed and accuracy.
- Typically, incumbents have held lower level Personnel Clerk positions.
- Some experience of University personnel paperwork processing preferred.
- Some experience preparing University personnel forms preferred.