

TITLE: <u>Human Resource Coordinator</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE361</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

POSITION PURPOSE

Coordinate and perform human resource generalist services in support of the HR Consultant and Director of Human Resources. Work collaboratively as member of HR team to assist with all phases of the employee life cycle. Coordinate and provide support to Schools, Colleges and Divisions on employment transactions and information systems and other University-wide HR initiatives. This position reports to the Director for Human Resources Services for assigned units.

ESSENTIAL JOB FUNCTIONS

Serve on HR team and interface with School, College and Division customers to coordinate HR transaction processes and workflows, provide system guidance and problem resolution on employment matters.

Coordinate and oversee the processing of all HR transaction activities, monitors workflows and payroll processes for all employee groups within assigned units.

Resolve transactional processing problems and respond to questions and concerns. Interface with central offices (i.e. Payroll, OISS, HR, etc.) to ensure employees are paid accurately and timely. Regularly reviews and monitors HRMS data and reports to identify errors and resolve transactional processing problems.

Provide transactional guidance and assistance. Interprets policies related to transactional issues. Instructs unit administrators on paperwork requirements and forms completion.

Process HR transaction approvals; code and data enter HR transactions into human resource management system; maintain and update confidential electronic employee personnel files and records. Utilize human resource systems (i.e. EPAF, I-9 eXpress, E-Verify, etc.) and proper coding to process and approve HR transactions.

Assist with University HR policy and compliance. Assist in interpreting University policies related to transactional issues. Analyzes and provides recommendations to anticipate and resolve problems.

Assist with reporting, including: compiling data; conducting research to evaluate employment services processing and services, analyzing utilization of services; developing and recommending changes and/or enhancements to existing services; and preparing statistical reports. Utilize University information systems for on-line data retrieval, updating, analysis and reporting.

Monitor workflow of nonexempt support staff.

Perform related work as assigned.

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.

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 personnel matters. Responsibilities at this level may include overseeing the workflow 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 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 including recruiting, employment, records management and/or benefits administration

Knowledge of principles and practices of human resource management and federal and state labor laws preferred.

Experience with HR business applications preferred.

Strong analytic and problem solving skills.

Considerable knowledge of University policies and procedures.

Ability to communicate effectively with others.

Excellent oral and/or written communication skills.

Possess effective interpersonal and customer service skills.

Possess strong organizational skills including attention to detail, prioritizing work assignments and responding to deadlines.