

TITLE: Human Resources Administrator_____	SALARY SCHEDULE: Staff_____	ISSUED: 3/12 CLASS CODE: SA472_____
UNION: Staff Association - Local 2071, U.A.W._____	SALARY GRADE: 10_____	EEO CODE: E- CLASS: SA_____
	FLSA: Non Exempt_____	

POSITION PURPOSE

Provide analysis, problem resolution and guidance regarding human resource processes and transactions for the HR Consultant and Director of Human Resources. Perform human resource transactional support and work collaboratively as member of HR team to assist with all phases of the employee life cycle. Provide advice and 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 provide transactional assistance, system guidance and problem resolution on employment matters. Identify problems, evaluate data and provide solutions to ensure processes are completed correctly and in a timely manner.

Gather and/or complete required documents for originating electronic transactions. Provide advice and instruct unit administrators on paperwork requirements and forms completion, remedial actions required, unique situations and problems.

Assist with University HR policy and compliance. Analyze and interpret University policies and procedures related to human resource processes and transactional issues.

Process HR transactions; 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 originate and complete personnel transactions.

Resolve transactional processing problems and respond to questions and concerns. Work with central offices (i.e. Payroll, OISS, HR etc.) to resolve transactional processing problems.

Assist with OHS administration and associated processes, as assigned.

Assist with data entry and 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.

May provide work direction to non exempt part time personnel.

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 level collects and analyzes data in order to resolve issues and problems related to human resource processes and transactions for assigned Schools, Colleges or Division. As such, incumbents are preparing and reviewing paperwork, gathering and disseminating information and assisting others with personnel policies, procedures and problems. This level necessitates a mastery of job-related duties. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory approval and review. 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 equivalent combination of education and/or experience.

Reasonable experience using Human Resource Information Systems and HR Business applications.

Considerable knowledge of University policies and procedures.

Ability to communicate effectively with others.

Possess effective customer service skills.

Effective interpersonal skills.

Ability to operate standard office equipment.

Ability to type and use word processing equipment with speed and accuracy.

Keen attention to detail.

Reasonable knowledge of University personnel paperwork processing.

Reasonable experience preparing and verifying University personnel forms.

Some experience troubleshooting personnel processing problems.

Typically, incumbents have held lower level personnel related positions.

