

Human Resources

Job Classification

Human Resources I

Human Resources II

Human Resources III

Pay Grade

5

7

8

Education/Experience Requirements

Bachelor's Degree in related field and 2 years of experience

Bachelor's Degree in related field and 2-5 years of experience

Master's Degree with 5 years of experience

Common Activities

Reviews a variety of personnel and payroll forms for compliance with policies and procedures

Screens and interviews prospective employees and makes official job offers

Confers with Department Heads and Administrators on sensitive and complex human resources matters

Gathers data and prepares statistical reports

Plans, designs, and attends job fairs and recruitment events

Performs research and makes appropriate recommendations

Counsels employees and their dependents on general benefit eligibility questions

Studies and analyzes staff positions, assists departments in writing accurate job descriptions, evaluates job descriptions for proper classification

May be responsible for project oversight in one or more of the functional areas of human resources

Assists in developing training and orientation materials; conducts orientation for new employees

Counsels employees on eligibility for insurance, pension, education, and other benefits; leads orientation of new employees

Involved with project management

Facilitates meetings and organizational efforts (i.e. process mapping)

Screens and interviews prospective employees

Develops and makes presentations/workshops

Organizational Impact

The results of actions may have a measurable impact on operations or finances within a work group.

The results of actions may have a significant impact on a department's operations. They may also affect the finances of multiple work areas.

The results of actions and decisions may have a significant impact on substantial segments of the University's operations or finances.

Problem Solving

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of policies and procedures and generally accepted principles. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing policies and systems to address unique situations.

Supervision

Interviewing, orientation, scheduling, work assignment, and review for temporary employees, students, volunteers, and non-exempt employees.

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Contact Level

Interacts with administrative personnel and faculty to answer questions and provide information and data. Questions that require interpretation or are not easily resolved are referred to supervisor.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

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Financial Budget

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

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Prepares and monitors budget, analyzes requisitions for conformance to budget, and compliance with specific requirements (such as for grants, gifts, gov. regulations) and recommends approval.