

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 12:49:20 PM
Official Title:	Human Resources Representative Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	323323
Job Family:	Human Resources/AA

JOB SUMMARY

The Human Resources Representative Senior provides daily administration of an institution's employment, compensation, benefits, performance management, employee/labor relations, and other human resource functions.

NATURE OF WORK

This position functions as the highest level of Human Resource Representative differentiated from lower-level positions by task complexity and scope of responsibility to serve as a senior resource. The Human Resource Representative Senior is responsible for providing a broad range of professional-level services and support for various or specific human resource functions, including employee relations, employment and recruitment, compensation, benefits, and training and development. Job responsibilities specialized knowledge of an institution's HR policies and practices, along with a general understanding of state and federal regulations affecting employment. Work is performed, under limited supervision, through the use of specialized tools, job experience, and established standards. Problems and decisions faced in this position are complex and occasionally ill-defined and may need some analysis to understand. The Human Resources Representative Senior demonstrates sound judgment and decision making in situations requiring assessment interpretation and analysis. Errors could easily result in moderate costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Performs specialized operational and administrative support for human resources business processes coordinated through the central HR offices, or on a regional campus
- Serves as main point of contact for all vendors, issues, and strategies related to the hiring process.
- Provides direction and guidance to lower-level HR representatives and staff on employment related matters.
- Participates with management in the development of human resource programs, processes, policies, and procedures. Assists in the oversight of HR Representative key functions in the absence of the Director.
- Consults with employees and managers to address root causes of performance management issues and resolves through a systematic and analytical approach, including investigations.
- Responds to and initiate inquiries (questions regarding HR policies, procedures, job opportunities, advertising, etc.), independently resolving problems whenever feasible.
- Reviews and verifies incoming and outgoing documentation for completeness, accuracy, and compliance with university HR policies and procedures.
- Supports the Director in the diagnosis of organizational opportunities.
- Performs statistical calculations on data for reports and presentations.
- Audit data integrity on the HR system, and in other automated and paper records, to ensure employee data is accurate.
- Ensures that all assigned HR administrative functions are handled in an accurate and timely manner.
- Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed

below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Human Resource Management, Business Administration, Communications, Public Administration, or another directly related field	X		
Master's degree	Industrial and Labor Relations		X	

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Experience working in a human resources department	X		