



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Human Resources Manager	Human Resources	Human Resources Administrator

<b>Position No:</b> 77310	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> V2U	<b>Date Approved:</b> 8/22/23
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>JOB GOAL</b>
To assist in planning, coordinating, and managing the operations of Human Resources Application process, with emphasis on support services.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Bachelor's Degree. Master's Degree preferred.</li> <li>2. SHRM certification preferred.</li> <li>3. A minimum of two (2) years of Human Resources experience.</li> <li>4. Knowledge of clerical details, office practices, procedures and methods, and the various phases of HR work.</li> <li>5. Knowledge of data entry and computer operation.</li> <li>6. Ability to pass an intermediate skills exam on Excel.</li> <li>7. Ability to provide leadership to assigned personnel.</li> <li>8. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Oversees the workflow of Human Resources Application Clerks and adjusts as needed to ensure fair and equitable workload to maintain the greatest efficiency and service to employees.</li> <li>2. To analyze, verify, and test data to evaluate, troubleshoot, diagnose, and resolve issues with the ATS.</li> <li>3. Acts as liaison between HR front of house and HR back of house application processing.</li> <li>4. Assists in the preparation of reports required in the Human Resources Department.</li> <li>5. Assists in reviewing reports to ensure data integrity and validity.</li> <li>6. Oversees the training of new employees hired in Human Resources hiring area.</li> <li>7. Assists with the summer school hiring process for instructional and noninstructional staff.</li> <li>8. Submits Skyward service calls as needed.</li> <li>9. Works to ensure processes are documented and regularly updated.</li> <li>10. Meets with all HR Application Clerks regularly.</li> <li>11. Responsible for identifying and setting up trainings and staff development opportunities for HR Application Clerks.</li> <li>12. To collaborate with the ITS Department and third-party vendors regarding software trouble shooting.</li> <li>13. To participate in the development of specifications and enhancements to current and future systems.</li> <li>13. Performs assigned tasks in a timely and efficient manner.</li> <li>14. Performs assigned tasks with a high standard of quality.</li> <li>15. Performs other duties as directed.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.