First level HR Specialist provides professional support in a specific area(s) of human resources such as staffing, classification and compensation, benefits, organizational effectiveness and training, EEO/affirmative action, etc.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)
Advises management, employees, and human resources professionals on various rules, contracts, policies and guidelines related to area of expertise.

Initiates and responds to inquiries that requires research and analysis.

Resolves problems and/or makes determinations where there are guidelines and parameters to guide decision making.

Creates and places job advertisements. Reviews and screens resumes and applications and discusses with hiring managers.

Conducts initial interviews, refers to hiring authorities. Conducts reference and background checks. Reviews staffing needs and makes recommendations regarding appropriate type of appointment for addressing those needs.

Assists in the development, implementation, and administration of compensation programs. Conducts and participate in compensation surveys. Prepares internal and external salary and market reports.

Assists with administration of benefits programs and responses to benefit related inquires and claims.

Delivers standardized programs or training specific to unit(s) (policies, on-boarding, etc.).
Human Resources Specialist 1 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

General supervision; progress/outcomes are frequently observed/reviewed; work is largely scripted by established procedures and guidelines.

Complexity and Problem Solving

Problems tend to be of limited scope and complexity, generally quickly and relatively easily resolved.

Required Qualifications

BA/BS or a combination of related education and work experience to equal four years; applies knowledge and skill to a recurring task or activity with emphasis typically on precision and timeliness of execution.

Effective 10/22/13