Job Classification Specification

Human Resources Specialist 3

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.)

Third level of HR Specialist responsible for providing supports and expertise in a specific area(s) human resources such as staffing, classification and compensation, benefits, organizational effectiveness and training, EEO/affirmative action, etc. Position typically functions as a senior and lead person for the specific functional areas.

Resolves complex problems (e.g. claims of discrimination, grievances, complex FLSA determinations) and recommends new or modification of rules and guidelines as needed.

Leads committees and/or teams in the development or revision of programs or policies within area of expertise.

Provides analysis and recommendations to units regarding strategies to effectively implement programs (i.e. merit pay programs, unit recruitment strategies, training and leadership development programs, etc.)

Presents the University opinion on decisions such as University response to appeals and grievances.

Consults with hiring authorities regarding job design and identification of staffing needs, and develop and implement plans with them to address these needs.

Develops and delivers training, communications, reports, presentations and/or information programs to employees and managers.

Prepares proposals for new procedures and programs to better align with unit/University plans.
Human Resources Specialist 3 (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

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

Complexity and Problem Solving

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

Required Qualifications

BA/BS plus at least 4 years of experience or a combination of related education and work experience to equal seven years; often the senior-most individual contributor in a department to whom other more junior employees go to for technical guidance.

Supervision

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 10/22/13