

**USF Job Class Description**

JOB CODE: 1006
JOB TITLE: Human Resources Specialist
PAY PLAN: 23
CAREER BAND: C
FLSA: Non-Exempt
CBU: 31
Effective : 07/14/2017

Job Title: Human Resources Specialist

Job Summary

A Human Resources Specialist performs specialized operational and administrative support for human resources business processes, programs and services coordinated through the Division of Human Resources or Regional HR Office. Human Resources Specialists provide assistance, routine guidance, and follow-up to client departments, employees, and/or members of the general public in the application of specified policies, procedures, and documentation.

Nature of Work

This position reports to a management level position in USF's Division of Human Resources, Regional HR Campus or USF Health Office of Human Resources. This is a second level HR support position requiring a good understanding of HR policies and procedures across functional areas, in order to advise supervisors, managers, and current and prospective employees on HR requirements. This position is located in a Human Resources environment, where the specialist may be responsible for all aspects of employment and HR administration for an assigned client group.

This requires specialized knowledge of USF HR policies and practices, along with a general understanding of state and federal regulations affecting employment. This position requires substantial use of the university human resources information system to process transactions and to do reports and queries appropriate to the specific role. It is distinguished from higher-level professional positions in that there is a significant requirement in this job to process transactions using appropriate paper forms and business systems. This position also requires the ability to utilize independent judgment and interact with employees in providing routine technical and administrative guidance.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Respond to and initiate inquiries and questions regarding HR policies and procedures, independently resolving problems whenever feasible.

- Review and verify incoming and outgoing documentation for completeness, accuracy, and compliance with university HR policies and procedures.
- Manage HR administration processes for assigned employee groups, entering information into the HR system to meet critical guidelines for payroll and benefits.
- Audit data integrity on the HR system, and in other automated and paper records, to ensure employee data is accurate.
- Conduct employee orientation sessions, benefit enrollments, and other employee information sessions to ensure that employees are enrolled in all payroll and benefit programs on a timely basis.
- Assists with development, planning and implementation of HR related activities such as open enrollment and benefits fairs.
- Assists with the revision of training programs; prepares and presents a variety of training workshops and seminars.
- Compose and/or prepare correspondence, memoranda, promotional materials, forms, newsletters, web pages, manuals, and reports using appropriate word processing, spreadsheet and other tools. Perform basic statistical calculations on data for reports and presentations.
- Perform other administrative duties as required to support the mission and function of the unit.

Minimum Qualification Requirements

This position requires a high school diploma or equivalent, with at least two years of HR related support or office administration experience or a Bachelor's degree in a related field.