

**USF Job Class Description**

JOB CODE: 1417

JOB TITLE: Unit HR Administrator

PAY PLAN: 21

CAREER BAND: E

FLSA: A

CBU : 29

Revised: 03/04/2020

Job Title: Unit Human Resources (HR) Administrator

Job Summary

The Unit HR Administrator provides daily support and coordination for human resources and academic administrative functions for a minimum of 200 employees on positions. This position serves as a liaison to initiate and coordinate actions such as: recruitment efforts, submission of position classification requests, employee performance, time and attendance, departmental onboarding and exiting employees. Interprets and ensures compliance for HR regulations, policies and procedures.

Works in consultation with the Division of Human Resources to support and facilitate the implementation of established HR policies and procedures. Maintains awareness of legal implications and laws governing employee relations. This position may supervise staff in the performance of human resources and payroll duties.

Nature of Work

This position reports to an Assistant or Associate Director, Director, Dean, Associate Dean, Associate VP, or other appropriate administrator in a college or division with a minimum of 200 employees on positions.

A Unit HR Administrator is responsible for facilitating and supporting human resources functions and acting as liaison between the unit and the Division of Human Resources for activities such as recruitment and selection, appointments, compensation, classification, payroll, attendance and leave, staff development, diversity and EEO. This position will implement USF HR programs, policies and procedures defined by the Division of Human Resources, and ensure compliance with state and Federal legal requirements. This position serves as a conduit to various USF offices, such as Human Resources, Payroll, Diversity, Inclusion and Equal Opportunity, Environmental Health and Safety, and the Provost's Office to ensure that faculty and staff are recruited, appointed, trained, and paid in accordance with USF compensation program. This position must apply knowledge of USF policies and procedures and human resource programs, and be able to apply professional judgment in interpreting and applying these areas of knowledge to continually varying circumstances and situations

The Unit HR Administrators do not perform core HR functions that fall under the responsibility of the Division of Human Resources, to include but not limited to: FMLA, ADA, adverse personnel actions, benefits, classification/compensation, collective bargaining, HR records, regulatory reporting, HRIS.

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.

- Prepares job postings for review and approval by the Division of HR. Conducts initial screening and preliminary interviews, work with management on selection process. Ensures accuracy of offer letters, and initiate onboarding process.
- Implements USF HR policies, procedures and programs, in consultation with the Division of Human Resources, for the college, campus, or division. Informs management on HR matters.
- Supervises and ensures employees correctly perform assigned human resources duties such as attendance and leave, preparing payroll certification, and initiating appointment documentation.
- Manages faculty and/or staff recruiting processes. Drafts vacancy announcements and targeted ads for submission to the Division of Human Resources. Drafts search plans and advises search committee chairs on EEO and AA guidelines. Oversees creation of selection criteria; ensures diversity goals are addressed.
- Manages the interviewing, selection and appointment process. Ensures letters of employment are accurate and in compliance with regulation and university policy. Works with the Division of Human Resources and International Services office on various Visa requests.
- Completes or oversees completion/submission of position descriptions for establishment of new positions, and reclassification or updating of existing positions. Provides guidance in the use of forms and processes involved.
- Manages the unit's attendance and leave functions, to include completion of internal audits, timely notification to the Division of Human Resources of audit findings, communication, and reporting processes.
- Monitors performance planning and communication process; ensures that evaluations have accurate information and are timely. Provides assistance and feedback to supervisors regarding the review process.
- Refers employee performance issues, discipline, formal grievances, non-reappointment/layoff/termination and reorganization requests to the Division of Human Resources.
- Proactively identifies issues and facilitates corrective action for human resource and payroll issues.
- Works with unit fiscal officers to ensure that rate and cash for HR actions are appropriately tracked.
- Facilitates dual compensation requests and non-recurring pay. Assembles packages to support faculty promotion and tenure.
- Modifies and runs reports from GEMS to monitor pay and employment activities.
- Maintains and updates internal organizational charts.

Minimum Qualification Requirements

This position requires a Bachelor's degree and two years of Human Resources related experience; or a Master's degree in an appropriate area of specialization. Six years of HR-related experience or a combination of education and experience may substitute for the Bachelor's degree.