



USF Job Class Description
JOB CODE: 4371
JOB TITLE: Unit HR Coordinator
JOB FUNCTION: Administrative & Business Services
PAY PLAN: 23
CAREER BAND: D
FLSA: Non Exempt
Revised: 05/14/2019

Job Title: Unit HR Coordinator

Job Summary

This position coordinates various human resource functions, and provides administrative support for a college, division or VP area. The Unit HR Coordinator provides assistance, guidance, and follow-up to internal departments regarding appointment processing, employment, payroll and attendance and leave.

Nature of Work

This position typically reports to a Director, Associate Director, Assistant Director or Unit HR Administrator. The Unit HR Coordinator is a paraprofessional position that must have general knowledge of human resources functions as well as university policies and procedures. This position will assist with implementing USF HR programs, policies and procedures defined by central administration and serve as a liaison to the university's centralized human resources office. The Unit HR Coordinator is distinguished from general clerical positions such as a Staff Assistant or Administrative Specialist by its broad coordination of various HR functions. Therefore, this title should not be used for those positions specializing in one area of human resources such as leave coordination or payroll. This position differs from the exempt level Unit HR Administrator because it does not have general oversight of the HR function, or independent decision making capabilities over matters of significance. This position provides support to the Unit HR Administrator or other appropriate position, which is considered the principal administrator of HR functions within the designated area. The incumbent may supervise lower level staff or student employees.

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.

- Supports payroll processing by coordinating bi-weekly payroll, collecting timesheets, updating pay distribution and acting as the secondary contact for inquiries and issues related to payroll.
- Facilitates dual compensation requests and non-recurring pay.
- Monitors pay and develops reports for department payroll budgeting.

- Coordinates the attendance and leave tracking process, including the maintenance of leave records, processing quarterly and year end leave balance reports, and auditing leave balances for payout.
- Coordinates the recruitment process, including screening, selection and appointment.
- Supports appointment processing by preparing and processing all paperwork/forms sent to central HR.
- Supports internal departments with writing/revising position descriptions, submitting classification requests and submitting job posting requests.
- Responsible for quality assurance checks and liaising with management to ensure effective meeting of guidelines and standards.
- Prepares, reviews, interprets and analyzes a variety of data and reports, and makes recommendations depending on findings.
- Supervises assigned support staff in the office in order to fulfill the administrative requirements of the responsibility area.

Minimum Qualification Requirements

This position requires a Bachelor's degree in an appropriate field and one year of human resources experience. Four years of related human resources experience in office or administrative positions can substitute for the degree.