

TITLE: <u>Personnel Officer II</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE330</u>
UNION: <u>P&amp;A – Local 1979, U.A.W</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E-CLASS: <u>PE</u>

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**POSITION PURPOSE**

Perform complex specialized work for a broad range of personnel activities including coordinating the preparation and processing of employment, benefits, compensation and training services; administering unemployment and workers compensation programs; handling EEO and immigration issues and interfacing with centralized units in the interpretation and application of University policies, practices and contractual agreements affecting a department in a School/College/Division. Provide assistance in department accounting practices and the interpretation of fiscal data for budget control and forecasting purposes.

**ESSENTIAL JOB FUNCTIONS**

- Coordinate, oversee and prepare the processing of complex non-academic (i.e., management, professional, clerical, etc.) and academic (i.e., faculty, research assistants, post doctorates, graduate assistants, etc.) personnel and payroll actions for a department. Prepare and process paperwork related to appointments, promotions, salary administration, performance evaluation, etc. for several non-academic and academic employee groups. May possess signatory authority on personnel paperwork.
- Serve as a resource in the interpretation and application of personnel procedures, labor contract provisions, federal regulations, University policies and general administrative processes. Interface with School/College/Division business offices and other central administrative units to obtain and exchange information and resolve personnel processing problems.
- Oversee and monitor personnel general fund and grant fund budgets. Monitor accounts; reconcile expenditures and prepare financial statements and activity reports of budget projections and allocations. Utilize administrative systems, including FMS, HRMS, PPS and GBS in supporting the administrative activities of a department. May possess signatory authority on personnel budget material.
- Develop and prepare a variety of departmental activity records, manuals, summaries, organizational surveys and statistical reports. Participate in the development of new and enhanced departmental goals, policies and procedures. Attend internal and external meetings and informational sessions and regarding personnel, general University policies and procedures, as well as granting agency guidelines and requirements.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Participate in other related personnel activities related to part-time temporary student and technician employment. Process appropriate paperwork and resolve payroll, placement, international services, and accounting matters.
- Supervise and oversee day-to-day operational activities of functional area. Monitor workflow of staff; supervise an activity or a group of activities specific in objective and content; possess decision making and signatory authority. May assist in managing department facility needs; coordinate moves; ensure staff has necessary equipment and space to perform job responsibilities.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification is designed to provide specialized knowledge, leadership and authority in support of personnel administration for a department within a School/College/Division. This level functions as the department technical specialist relative to non-academic and academic personnel matters. Responsibilities at this level may include supervision of subordinate non-professional staff; development and modification of policies and procedures and the preparation of special reports and studies on departmental operations and services. Incumbents exercise procedural authority over personnel related activities. Considerable initiative, independent judgment and technical knowledge and responsibility are applied to work activities. This classification is assigned to a department in a School, College or Division at the University having complex personnel actions. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with major coursework in business, personnel or public administration or an equivalent combination of education and/or experience.
- Considerable knowledge and/or experience in personnel administration.
- Strong analytic and problem solving skills.
- Considerable knowledge of University Financial Management System (FMS), Human Resources Management System (HRMS), General Billing System (GBS), Purchasing Payable Systems (PPS), etc.
- Considerable knowledge of University policies and procedures.
- Supervisory experience and ability to organize and prioritize work assignments.
- Ability to communicate effectively with others.
- Some knowledge of and experience with accounting principles and practices preferred.
- Excellent oral and/or written communication skills.
- Typically, incumbents have held a professional/administrative position, e.g. Administrative Assistant, Business Officer, etc.