

<b>TITLE:</b> <u>Personnel Specialist</u>	<b>SALARY</b> <b>SCHEDULE:</b> <u>Staff</u>	<b>CLASS</b> <b>CODE:</b> <u>SA501</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W.</u>	<b>SALARY</b> <b>GRADE:</b> <u>10</u>	<b>EEO</b> <b>CODE:</b> <u>50</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>SA</u>

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**POSITION PURPOSE**

Receive, verify and process paperwork to initiate personnel and/or payroll actions for employees in a School or College at the University. Mastery of general office procedures and a thorough understanding of appointment processes is utilized in order to prepare personnel paperwork and reports.

**ESSENTIAL JOB FUNCTIONS**

- Review paperwork submitted from departments to initiate personnel actions. Examine appointment forms to ensure accuracy and completeness; edit Personnel Action Requests (Form 1489) to see that duties, responsibilities and qualifications reflect the nature of work; complete first and last day of work notices for employees; gather all supporting paperwork to appoint and renew employees.
- Verify sufficient funding for requested personnel actions and verify impact on tenure clock. Calculate percentages of salaries to ensure funding accounts are adequate to cover wages; check on-line screens to certify budget amounts for positions; work with personnel in other units to resolve funding problems. Recalculate salaries based on changes in full-time equivalents (FTE's).
- Answer and direct incoming phone calls and visitors. Provide information to employees, potential employees and department administrators about personnel policies and procedures. Instruct unit administrators on paperwork requirements, forms completion, remedial actions required, unique situations and problems. Answer general questions relating to employment and benefits.
- Maintain department records to reflect personnel actions. Prepare reports and adjust tenure calendars resulting from changes in status, FTE's or assignments; update on-line and hard copy files to keep current with personnel actions for assigned area; respond to questions on the status of paperwork. Compile forms and supporting documentation for official authorization of personnel actions.
- Provide functional supervision to a small number (1-3) of student and part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures. Assist department administrators in learning University personnel policies and procedures. Report on personnel actions taken and needed; document department activity.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level coordinates the processing of personnel paperwork for a School or College in the University. As such, the incumbent is preparing, gathering and disseminating information and University forms for official action. This level necessitates mastery of job-related duties. Incumbents have latitude in determining which among many procedures and techniques should be followed. Differing situations require the incumbent to search for solutions or new applications within an area of learned skills. Incumbents must exercise keen attention to detail and human relations skills in order to advise, instruct and influence the actions of others. Work is performed in an office setting. Functional supervision is exercised over a small number (1-3) of student and part-time support personnel. This classification is typically found in the Dean's Office of a School or College and reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Thorough knowledge of University personnel policies and procedures.
- Ability to communicate effectively with others.
- Ability to prioritize work, with keen attention to detail.
- Reasonable experience with Human Resources System (HRS) and Financial Accounting System (FAS).
- Some experience processing personnel paperwork.
- Typically, incumbents have held lower level personnel processing or clerical positions.