

	Prior 7/1/2004	After 7/1/2004
Class Code:	1012	1012
Title:	Sr. Personnel Representative	Human Resources Specialist
Pay Grade:	24	N/A
Pay Band:	N/A	Special/Paraprofessional
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Human Resources Specialist

Job Summary:

This is work implementing and/or coordinating one or more professional workforce administration functions in a human resource department.

Example description of duties (not all inclusive):

Processes, verifies, and maintains documentation related to personnel activities such as retirement, recruitment, training, grievances, disciplinary actions, performance evaluations, and classifications, compensation, leave administration.

Provides assistance in administering employee benefit programs and worker's compensation plans.

Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information. Compile employee time, production, and payroll data from time sheets and other records.

Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.

Issue and record adjustments to pay related to previous errors or retroactive increases.

Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records. Compute wages and deductions, and enter data into computers.

Review time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies.

Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Reviews job questionnaires and determines appropriate position classification.

Conducts salary analysis and report data.

Interprets human resources policies, procedures, and processes.

Maintains performance review process - notification, distribution and retrieval of forms.

Posts open positions in accordance with policy on the online recruitment system and implements recruitment programs; serves as liaison for search committees.

Facilitates new hire process insuring all paperwork is completed accurately.

Assists employees in administration of company benefit plans, processing paperwork, responding to inquiries on plan coverage, assisting on resolving insurance claims etc.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.