

Classification Specification: Sr. Human Resources Representative

Classification Number: 64612
Effective Date: 04/04/2014

Pay Grade: 27
Current Exemption Status: Nonexempt

Position Summary

Performs processes involved in recruitment, employee records, benefits and/or workers' compensation. Provides guidance and training to departments regarding employee recruitment and hiring. Processes and assists with University hiring and benefit forms. Provides information and assistance to the University community on individual personnel matters.

Essential/Primary Duties

- Processes and reviews benefit forms or applications and resumes for employment. Maintains data. Arranges meetings or interviews. May make offers of employment. Reviews paperwork to ensure compliance with rules and procedures. Counsels and trains departments on recruitment, benefits and/or workers' compensation process. Trains staff on use of related human resources systems.
- Arranges for placement of job postings in appropriate publications and newspapers. Responds to requests for information and assistance regarding employment opportunities. Posts job openings and employment policies.
- Assists in maintaining, reviewing, updating and testing the human resources systems.
- Responds to personnel related questions and assists in interpreting employee handbooks, civil service law and administrative code. Assists in responding to general public inquiries.
- Processes University personnel action forms, and contracts for faculty/staff.
- May process pay changes and calculate pay rate increases.
- Provides information and assistance in understanding the University recruitment process, benefits or workers' compensation.

Experience and Education

Experience

- Six months related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

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Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to maintain sensitive or confidential information

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None