

Sul Ross State University

Position Description

Official Title: Business Services HR Specialist **Salary Group:** Unclassified 2 **Job Code:** 3438

Summary

Function: Relieves administrator of major sections or units of work and develops, implements, and maintains training program. Manages employment function and human resources programs for Rio Grande College positions including staff and faculty.

Scope: Responsible for Business Services Department's Human Resources work load at respective RGC sites exercising sound independent judgement; handles employment processes; manages routine as well as non-standardized department work flow; develops production methods and varied, difficult administrative tasks; may process complex or large volumes of material.

Duties

Essential: Maintains various administrative and/or fiscal records; handles and maintains confidential information; develops, implements, and maintains Business Services training programs; provides training to College University personnel; assists in conducting new employee orientation session; manages preparation of high priority communications; verifies documents for completeness and accuracy; compiles complex reports which may include research, calculation, and composition;; may handle money; assists with employment function at Rio Grande College by providing job descriptions to the hiring departments to review; creates job announcements; creates and places job advertisements in local newspapers and national publications; manages advertising expenditures; maintains job announcements and updates SRSU RGC website with new hires; receives and screens applications for employment for appropriate qualifications; requests and reviews applicant background checks; communicates with applicants in person, by phone and in writing; assists hiring supervisors with advertising and hiring process; creates employee identification record in human resources and payroll systems; grants access in applicant tracking system to search committees; maintains records for each job search and cumulative records for two years; maintains records of all new hires and terminations; verifies that employees listed on the temporary employment form have completed new hire paperwork; communicates University policy and procedures at RGC; has contact with the public; verifies employment; processes employment eligibility through E-Verify system; assists in compiling worker's compensation claims, maintains and reconciles purchasing card records for department; maintains confidential records; prepares forms; letter; memos; and assists in compiling information for IE Assessment reports.

Provides one on one additional training on PeopleAdmin software to Admin Preparers. Serves as employee benefits coordinator and enters employee information on the ERS website; Prepares and compiles employee FMLA paperwork for Business Services Director to present to employee. Assists in interpreting HR policies and procedures to other employees. Performs exit interviews and completes final check release form.

Prepares hourly payroll using Banner System for Rio Grande College; prepares monthly and hourly payroll for distribution; enters employee direct deposit information to Banner, enters new employee data in computer; verifies and processes I-9's and W-4's; assists students and employees with payroll or benefit issues; verifies student employment; calculates prior state service for incoming full time employees.

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Communicates with Southwest Texas Junior College on work orders that require custodial staff maintenance or contractors for the Del Rio campus. Coordinates room reservations using the Meeting Room Booking System

for outside entities and bills and collects the Building Use Fee. Issues employee parking permits and keys. Serves as campus Notary; and as Title IX Investigator. Assists in daily department operations and assumes duties in the absence of the Business Services Director.

Must be able to plan, organize, coordinate and conduct programs and activities effectively. Must communicate effectively and maintain effective working relationships with all levels of staff, faculty and administrative staff. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: Broad instructions on policy and procedure; work occasionally reviewed by supervisor. Reports to Business Services Director.

Given: May supervise students and other classified employees.

Education

Required: High school graduate with business courses or equivalent.

Preferred: College or business school courses.

Experience

Required:

Three to five years professional level experience in Human Resources, training programs, or closely related experience. Strong computer skills, written and oral communication skills, organizational and interpersonal relations skills and use of standard office equipment. A combination of education, experience, and training that would produce the required knowledge and abilities may be considered.

Preferred: More than three years' experience, with part at SRSU or related experience. Bachelor's degree in a related field. Experience in Higher Education; Banner System experience. Advanced computer skills including word processing, spreadsheet, database, and Human Resources system.

Equipment/Skills

Required: Strong computer skills including word processing, database, and spreadsheet software. Use of payroll or accounting systems; and use of calculator by touch; Strong oral, verbal and written communication skills.

Preferred: Expertise with MS Word, Excel, Access, and PowerPoint. Ability to make effective group presentations utilizing verbal communication skills and modern technology.

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Must have a valid Texas Driver's license for traveling to different campuses and activity sites. May be required to drive transportation vehicles up to and including a 12-passenger van.

Working Conditions

Usual: Office conditions; standard hours, be willing to travel to other RGC locations as needed. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised July 12, 2019