

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: HUMAN RESOURCES SPECIALIST**

**Reports To:** Designated Supervisor

**UW Job Code:** 3725

**UW Job Family:** 32 – Administrative Support

**SOC Code:** 13-1071

**FLSA:** Non-exempt

**Pay Grade:** 18

**Date:** 4-1-97 (revised 5-1-02; 7-1-02; 10-1-03; 7-1-04; 8-1-19)

### **JOB PURPOSE:**

Under general supervision, assist the designated Human Resources unit by coordinating and implementing activities for designated Human Resources programs such as employment, records management, compensation, and training.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide policy review, data validation, data entry and business process review and approvals in various HR systems. Assist in testing and troubleshooting of HCM business processes.
- Provide high-level customer service by assisting employees and managers with various HR inquiries.
- May respond to and process all employment verifications for outside entities.
- May provide front desk assistance to walk-in customers. Direct customers to the specific HR units of specialty. Primary contact in Form I-9 processing.
- Advise customers by providing information on designated program policies, procedures, and system processes; perform processing for applicable programs; maintain program records, files and statistics.
- Maintain a variety of tracking spreadsheets. Enter/modify a variety of employment data for I9s, Visas, background check systems, and in the HCM application.
- Generate a variety of reports, queries, and research.
- Perform research and analysis in support of the unit in order to resolve problems and/or issues and recommend solutions.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist with other special projects as assigned.
- Assist other HR units when necessary.
- Participate in specialized HR training and orientations.

## **COMPETENCIES:**

- Attention to Detail
- Consistency
- Integrity
- Service Orientation
- Teamwork (Cooperation)
- Work Tempo

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in Business Administration, Human Resources, or a related field is preferred.**

Experience: **1 year work-related experience is preferred.**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- University, state, and federal human resources policies, laws, and regulations.
- Customer service standards and procedures.
- Basic and routine computerized human resource information systems.
- Basic and routine computer applications and software in use in the assigned area.
- Basic and routine mathematical principles and procedures.
- Professional principles, practices and procedures for the assigned area (employment, benefits, records, and compensation).
- Basic, routine, and advanced records maintenance.
- Basic, routine, and advanced scheduling techniques.
- Basic human resources concepts, practices, methods, policies, practices and procedures.
- Principles and theory of human resources management.
- Basic, routine, and advanced laws, regulations, methods, and techniques in the area of specialty.

Skills and Abilities to:

- Provide effective written and oral communications, which may be necessary to communicate program information, procedures or changes.
- Ability to interpret applicable University, state and federal policies, procedures, regulations, and guidelines.
- Perform basic and routine mathematical calculations.
- Create, compose, and edit basic, routine and advanced written materials.
- Maintain calendars and schedule appointments.
- Interview customers applicable to procedures for assigned area.
- Provide basic, routine, and advanced administrative support.

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Develop and maintain basic, routine and advanced recordkeeping systems and procedures.
- Use a personal computer and associated software in use in the department or area.
- Perform intermediate research and provide basic and routine analysis and reports.
- Resolve customer complaints and concerns.
- Maintain confidential or highly sensitive information.
- Provide consultation to customers concerning human resources issues and assigned unit's area of responsibilities, or provide referrals to other departments or units.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment; regular exposure to video terminal displays. Occasional travel required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.