



## Classification Description

---

**Job Title: Human Resources Specialist II**

**Pay Grade: 112**

**Job Code: 3673**

**FLSA Status: Exempt**

### **Job Purpose**

This position performs advanced technical and professional work in support of general HR functions and a designated function within the Office of Human Resources. The Human Resources Specialist II implements Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes excellence in service, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a high-functioning workforce. The Human Resources Specialist II is cross-trained in several areas within the Office of Human Resources and serves as a mentor to office staff including, but not limited to, those in the Human Resources Specialist I position. Work requires extensive knowledge and close adherence to College Operating Procedures and applicable Federal and State laws.

### **General Responsibilities**

#### **Essential Functions – General**

Interprets College Operating Procedures and assists employees regarding established procedures.

Recommends and implements new processes for area of responsibility in collaboration with area leadership, including Banner and other technology processes. Updates and maintains related technology systems.

Develops and presents training sessions pertaining to area of responsibility in collaboration with the appropriate Human Resources staff.

Prepares department and College-wide ad hoc reports from database, as needed.

Maintains departmental records and files for area(s) of responsibility; coordinates destruction of records for assigned area(s).

Serves as back-up support for other areas within the department.

Completes other projects as assigned.

## HUMAN RESOURCES SPECIALIST II

### **Applications and Processing - Essential Functions**

Serves as liaison with academic divisions for all faculty compensation including full time, adjuncts, special, overloads, supplemental and others as appropriate. Serves as the liaison to the Payroll Office insuring that processes in support of Payroll are made accurately and in a timely manner.

Processes personnel actions and contracts: enters and maintains timely, accurate records within the Banner system; ensures appropriate communication with departments and/or individuals regarding actions. Uses appropriate load and available reports to ensure accurate data is received and entered. Pursues corrections and resolves complex compensation issues.

Administers the faculty evaluation and contract recommendation process and ensures compliance with the Collective Negotiations Agreement and State Board of Education Rules. Ensures length of service records are accurate in Banner. Maintains evaluation timeline and communicates timeline to appropriate Deans and faculty representatives.

Assists with managing Human Resources documents and forms on FSW's Document Manager.

Ensures proper communication with supervisors and advises supervisors on the preparation of evaluations. Tracks receipt of evaluations and provide metrics on the completion rate. Pursues completion and resolves delinquent evaluations.

Monitors the Fast Track process to ensure timely entry of new/rehires in the Banner system.

Verifies and/or processes all employees, insuring all legal and College required documents are completed. Verifies employee files are complete and ensures all documents are imaged into the system accurately and timely.

Assists in management of scanning personnel documents to AppXtender.

Manages the employee departure process and coordination of all departments regarding procedures for departing employees.

Ensures the completion of accurate employee data for the annual publication of the College catalogue, commencement program, and other publications upon request.

Assists with the process of mass salary increases including auditing and analyzing data, interpretation of policy and procedures, mass updates in Banner, and preparing and distributing employee communications.

Collaborates with area leadership in the development, implementation, and maintenance of the Faculty Load and Compensation (FLAC) system. Assists in the continued maintenance of the FLAC system.

Continually reviews effective and efficient use of Banner HR/payroll system. Raises questions, collaborates with other HR, Payroll, and IT staff, and recommends changes.

## HUMAN RESOURCES SPECIALIST II

Assists with the implementation and maintenance of Banner Org security, position reporting structure and Web/Leave time entry functions. Pursues corrections and resolves complex processing issues.

Maintains departmental records and files for areas of responsibility, ensuring files do not contain protected health information and limiting access as per HIPAA regulations. (PHI) – Partial Access.

Supervises, assists in hiring process, and trains Office of Human Resources Student Assistants.

### **For all areas:**

Performs other related duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years of related full-time professional work experience to include a minimum of one (1) year of full-time professional work in the position of Human Resources Specialist I in FSW's Office of Human Resources. Appropriate combination of education and experience may be substituted.

Working knowledge of one or more personnel functions: affirmative action/equal employment opportunity programs, benefits administration, classification, compensation, job analysis, recruitment/selection, and/or training.

Demonstrated ability to maintain confidentiality.

Ability to travel independently to other locations for College business.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel and MS PowerPoint) and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.

## HUMAN RESOURCES SPECIALIST II

- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved: September 16, 2016. Revised: November 29, 2023.