

The University of Texas at San Antonio

Job Description

Job Title: Human Resources Advisor
Code: 19541
Job Grade: 60
FLSA Status: Exempt
Department/Division: Human Resources
Reports To: Functional Area Manager/Supervisor

Summary

- Function: Provide professional human resources administration and services using concepts, practices and procedures within a particular functional area.
- Scope: Responsible for performing duties in the administration of various functions involving application and interpretation of rules, regulations, procedures and policies.

Duties

- Typical:
 1. Perform assorted and specialized technical duties that continually increase in scope and complexity, in one of the functional areas of human resources, e.g. benefits, records, compensation, employment or training. Advise departments on human resources procedures.
 2. Administer human resources policies and procedures that cover one or more functional areas.
 3. Collect, validate, process and if applicable; maintain the various forms/records associated with the major business process of the HR functional area.
 4. Review, validate and enter data into a central HR Information System and the various peripheral systems that support the major business function of an HR functional area.
 5. Respond to request for information and data.
 6. Provide advice and counsel to employees on issues that impact their work life related to the incumbents functional area.
 7. Collects and analyzes human resources data, and then provide advice and counsel to department management regarding HR policies and procedures.
 8. Prepare internal employee communications regarding functional area.
 9. Collect and analyze metrics related to the major business processes of an HR functional area for use in developing continuous improvement

<p>processes.</p> <p>10. Process paperwork for functional area according to established procedures.</p> <p>11. Prepare internal employee communications regarding functional area.</p> <p>12. May lead and direct the work of others.</p> <p>• <u>Periodic:</u></p> <p>1. Perform additional duties as assigned.</p>
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Education

Required	Preferred
Bachelor’s Degree from an accredited institution in Business Administration or Human Resources Management.	N/A

Other Requirements

Required	Preferred
Effective judgment, tact, diplomacy, and discretion required in all matters. Excellent verbal and written communication skills.	N/A
PHR Certification.	
Demonstrated effective interpersonal skills.	
Maintain strict confidentiality in all matters.	
Possess a basic understanding of the Federal and State guidelines and laws regarding human resources administration.	
Possess the knowledge regarding the location and methods used to research Federal, State and University specific data and be able to locate and compile that data necessary to address a specific issue.	
Excellent customer service skills.	
Criminal Background Check.	

Experience

Required	Preferred
Minimum of three years experience in human resources administration, with a minimum of one year in a supervisory role.	N/A.

Equipment

Required	Preferred
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Knowledge of personal computers, Microsoft office software to include Word, Excel, PowerPoint, and Outlook; and standard office equipment.	Experience with Microsoft Access database software.
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Working Conditions

Usual	Special
Usual office conditions.	N/A.

Supervision

Received	Given
General Supervision from immediate supervisor.	General supervision of assigned staff which may include temps or work studies.

Accuracy

Proficiency in all phases of the duties performed. Accuracy in interpretation of applicable administrative policies.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, and applicable laws, regulations, policies, procedures are complied with and reliable financial data is maintained.
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