

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Human Resources Specialist II  
Code: 19542  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Human Resources  
Reports To: Functional Area Manager/Supervisor

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## *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 routine and specialized technical duties, in increasing scope and complexity, in one of the functional areas of human resources, e.g. benefits, records, compensation, employment or training. Responds to requests for information, and advises departments on human resources procedures.
  2. Administer human resources policies and procedures that cover one or more functional areas. May make recommendations for policy/procedure development and revision based on feedback received or issues identified.
  3. Collect, validate, process, develop, and enhance 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. Provide functional HR advice and counsel to management and non-management employees.
  6. Collects, analyzes, and reports human resources data. May make recommendations for action based on relevant data.
  7. Prepare internal employee communications and training programs specific to functional area.
  8. Collect and analyze metrics related to the major business processes of an

<p>HR functional area for use in developing continuous improvement processes.</p> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Perform additional duties as assigned.</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s Degree from an accredited institution in business administration or human resources management.	N/A.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Effective judgment, tact, diplomacy, and discretion required in all matters. Excellent verbal and written communication skills.	PHR certification.
Demonstrated effective interpersonal skills. Excellent customer service 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.	
Criminal Background Check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years experience in human resources administration.	N/A.

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	N/A.

***Supervision***

<b>Received</b>	<b>Given</b>
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.

***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.