

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Human Resources Specialist I  
Code: 19543  
Salary Grade: 56  
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 an assigned functional area of human resources services, e.g. benefits, records, compensation, employment, or training. Respond to routine or non-routine requests for information. 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 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. Provide functional HR area advice and counsel to management and non-management employees regarding HR policies and procedures, and the interpretation of such.
  6. Collects, analyzes, and reports human resources data.
  7. Assist with preparation of internal employee communications and training programs specific to functional area.

- Periodic:

1. Perform additional duties as assigned.

***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. | N/A.             |
| 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.            |                  |
| Excellent customer service skills.  |                  |
| Criminal Background Check.  |                  |

***Experience***

| <b>Required</b>   | <b>Preferred</b> |
|---|------------------|
| Minimum of one year 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. |
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***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.