

The University of Texas at San Antonio

Job Description

Job Title: Lead Human Resources Specialist

Code: 19546

Salary Grade: 59

FLSA Status: Exempt

Department/Division: Human Resources

Reports To: Functional Area Manager

Summary

- Function: Serve as a lead for the delivery of professional human resources administration and services in one or more primary HR functional areas. .

Duties

- Typical:
 1. Serve as a group lead for the delivery of routine and specialized Human Resources responsibilities in one of the primary functional areas of human resources, e.g. benefits, Day ONE, compensation, employment or training. Responds to requests for information, and advises departments on human resources procedures.
 2. Advise and assist HR Specialists I/II on complex issues, or issues of high visibility in the organization. Serves as point of information for HR functional group members with analysis and interpretation of key human resources policies and procedures related to specific functional area.
 3. Reviews and makes recommendations for policy/procedure development and revision based on feedback received or issues identified. Presents HR management with recommendations for needed policy and process changes, enhancements, and clarification.
 4. Serves as individual contributor for completion of specialized assignments and projects in support of HR functional area. Collaborates with other teams and management across Human Resources to ensure proposals and solutions are thoroughly communicated and coordinated.
 5. Review, validate and enter data into PeopleSoft and other HR systems. Serves as subject matter expert for data management and reporting issues in specific functional area. Keeps management apprised of workload status and potential hindrances to turnaround time deliverables.
 6. Provide functional HR advice and counsel to management and non-management employees. Serves as internal resources across Human Resources regarding specialized issues arising within department.

<p>7. Oversees collection and analysis of relevant HR data. Provides ongoing feedback to management regarding system and data issues. Makes recommendations for system or process revisions based on internal issues, workflow, and customer needs.</p> <p>8. Prepare internal employee communications and training programs specific to functional area.</p> <p>9. Collect and analyze metrics related to the major business processes of an HR functional area for use in developing continuous improvement processes.</p> <p>• <u>Periodic:</u></p> <p>1. Perform additional duties as assigned.</p>

Education

Required	Preferred
Bachelor’s Degree from an accredited institution in business administration or human resources management.	Prefer bachelor’s degree in Human Resources or business administration.

Other Requirements

Required	Preferred
Effective judgment, tact, diplomacy, and discretion required in all matters. Excellent verbal and written communication skills.	PHR certification, or other certification specific to HR functional area..
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

Required	Preferred
Four years experience in human resources administration. Two years professional work experience specific to HR functional area.	N/A.

Equipment

Required	Preferred
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

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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