

The University of Texas at San Antonio

Job Description

Job Title: Human Resources Technician II
Code: 19589
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Human Resources
Reports To: In accordance to departmental policies

Summary

- Function: To provide complex and responsible assistance involving a specialized knowledge of human resources procedures, practices, and policies.
- Scope: Responsible for performing a variety of duties in the functional areas of Human Resources.

Duties

- Typical:
 1. Prepares and maintains employee files to include entering and maintaining database for automated personnel files. Prepares and updates group insurance premiums and coverage's for related reports. Transmits employee data to payroll and processes required employment reports.
 2. Handles paperwork for terminating employees including separation and clearance forms. Reviews and screen job applications. Interacts with University personnel. Advises departments based on established University policies and procedures.
 3. Review, prioritize and assign troubleshooting calls to technical staff.
 4. Counsel's employees regarding benefits, policies and other University requirements.
 5. Perform other duties as assigned.
- Periodic:
 1. Reviews employee records for accuracy and completeness.
 2. Participates on assigned special projects.

Education

Required	Preferred
High School Diploma or GED.	Associates degree with field of study in business administration, general human

	resources, or medical science.
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Other Requirements

Required	Preferred
Knowledge of Excel, PowerPoint, and DEFINE.	N/A
Tact, diplomacy, and discretion required in all matters.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience working in a human resources function involving employee benefit programs, payroll, or employment activities.	Three years of experience working in a human resources function involving employee benefit programs, payroll, or employment activities.

Equipment

Required	Possible
Personal computer and other standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	N/A

Supervision

Received	Given
General direction from immediate supervisor.	Oversees assigned technical staff.

Accuracy

Proficiency in all phases of the duties performed.
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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, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.