



## Job Description Staff Positions

# Human Resources Specialist

Employee Name	
Team / Unit / Department	EUL Human Resources
Division	Business/Administration
Campus Job Classification / Title	Human Resources Specialist
Campus Job Code	KG01
Campus Pay Grade	230
FTE [Percentage of Time]	100% [40 hours]
Type of Appointment	Ongoing
FSLA Status	Non-Exempt
	<i>This is a Non-Exempt position. Employees in this position are paid an hourly pay rate, on a bi-weekly basis, and are eligible to receive overtime pay for any hours worked over 40 in a work week.</i>
Name of Direct Supervisor	VACANT
Supervisor's Library Job Title [Functional]	Human Resources Mgr
Supervisor's Campus Job Classification	Staff

### University Job Summary Statement

Educates and assists management and employees within a particular division or department in the administration of human resources policies and procedures. Interprets policies and works with appropriate staff to effectively resolve human resources issues. Provides guidance to managers and supervisors regarding employee leave policies. May investigate and gather information regarding employee relations, Workers' Compensation and FMLA situations. Initiates employment requisitions and follows up on job postings and applicant referrals. Processes new hire and applicant tracking paperwork. Ensures the accuracy and completeness of employment documents. Reviews and obtains approval of time and attendance documents, processes reimbursements and special checks and maintains required documentation. Maintains databases, records and files and prepares reports. May assist with budget preparation and monitor expenditures for specific areas. Performs related responsibilities as required.

*The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.*

### Position Summary

Reporting to the Human Resources Manager (HRM), the Human Resources Specialist (HRS) provides administrative operational support for academic and staff recruitment functions and activities including advertisement of student postings and assisting Emory Libraries HR (ELHR) staff and search committees for the Emory Libraries division. Provide operational support for employee on-boarding and training coordination on

reporting an analysis of organizational metrics. Serve as liaison to payroll, benefits, and data services department. Maintain all employee records. The Human Resources Specialist coordinates all aspects of student employment to include assisting with the annual student supervisor training, advertising student employment opportunities, processing and maintaining student new hire paperwork for 200+ student employees and coordinating of timekeeping for student and staff employees. Additional duties include, managing the coordination of timekeeping for staff, processing terminations, maintaining personnel files, updating external and internal human resources websites, and other special projects.

**Type of Supervision Received**

Reporting to the Human Resources Manager (HRM), the Human Resources Specialist (HRS) is expected to perform job duties independently, to analyze problems and suggest solutions, and exercise good judgment performing duties, consulting with supervisor as necessary. In addition, the HRS works closely with the ELHR staff providing operational support for training coordination. General direction is provided by ELHR Staff.

Individual performance is informally reviewed on a regular basis and formally on an annual basis; progress toward unit and professional goals is a key component of performance evaluation process.

**Type of Supervision Exercised**

The Human Resources Specialist does not supervise staff.

The chart below outlines the scope of supervisory authority for the Human Resources Specialist.

Does individual have responsibility for hiring recommendations?	For Students
Does individual have responsibility for work assignments?	For Students
Does individual have responsibility for performance evaluation	For Students
Does individual have responsibility for reclassifications/merit increases recommendations?	For students
Does the individual have responsibility for recommending the design and redesign of organization structures and for defining and redefining individual roles?	No
Does individual have responsibility for discipline and discharge?	No
Does individual have responsibility for complaint resolution?	No

**Essential Key Responsibilities & Duties**

**A. Student Employment Coordinator (50%)**

*Incumbent is responsible for managing the Emory Libraries student employment process. This includes maintaining job postings, advising and referring students for positions, processing print and electronic records of all status changes in PeopleSoft and the Student Employee Database (SED) for more than 250+ student employees.*

1. Serves as the primary resource person to managers and supervisors regarding student employment – answers questions regarding student employment, work-study, consulting with SHRA when necessary.
2. Processes job posting requests from student supervisors of the Emory Libraries division, including Work-Study requests. Acknowledges student employment applications and forwards applications and resumes to hiring supervisors. Processes all student hires by inputting job data in to the PeopleSoft Student Hire System.

3. Reviews and processes requests for student personnel actions which involves classification changes, terminations, and obtaining additional approval as necessary. Reviews completed forms for accuracy and completeness and sign employment forms that require signatures.
4. Advertises internal job postings by inputting position data on the Handshake Student Employment Website and external library website.
5. Maintains Student Employment Webpage, updates information regarding Student Employment, application procedures, and policies and procedures.
6. Assists newly hired student assistants on a regular basis which requires explanation of online orientation and new hire forms and accepting and processing supporting documentation.
7. Monitors personnel files on an ongoing basis and follows up as necessary. Consults with student supervisor when student employee needs to complete additional forms.
8. Interprets University personnel policies governing student personnel employment to respond to questions from students, supervisors, or other campus departments regarding employment. Consults with other LHR staff when necessary.
9. Serves as timekeeper for 250+ student employees.  
Prepares the annual extension of 250+ student appointments.
10. Prepares annual Federal Work Study Job Fair recruitment materials and participates in the campus job fair as the Emory Libraries representative.
  - a. Maintains job postings on the Handshake Student Employment Website and the external website.
  - b. Answers general questions regarding open student positions and instructing job applicants on proper completion of application and on the LHR recruitment procedures.
  - c. Corresponds with applicants via email, telephone or in person regarding the status of applications.
11. Assists with the process for annual level and step increases for continuing student employees.
12. Coordinate the student allocation budget to ensure no year-end overages or surpluses.
13. Consults with the SHRA on an ongoing basis in order to solve student employee relation issues and coordinate actions related to student employment as needed.

**B. Academic and Staff Recruitment Coordination (25%)**

*Incumbent is responsible for providing administrative support for academic and staff recruitment of the Library's librarians and staff (non-student) employees.*

1. Provides administrative support for academic and professional recruitment activities and searches for the Emory Libraries. Duties include reserving rooms, and handling correspondence for interview and travel arrangements, assisting with search committee activities, and employment processes.
  - a. Coordinates and confirms interview and travel arrangements for candidates for academic and professional positions for interviews as well as for house hunting trips for candidates hired.
  - b. Assists with search committee activities as needed, i.e. reserving rooms, ordering, set-up, and take-down for lunches.
2. Works closely with ELHR Staff on academic staff searches and provides administrative support for recruitment activities.
  - a. Prepares internal job posting by inputting position data in standard format and advertising on the library's internal and external website.
  - b. Provides support with interview arrangements for prospective candidates.
  - c. Prepares welcome hire packets for candidates.

### **C. Coordination of Time and Attendance for Staff and Student Employees (5%)**

1. Responsible for the overall coordination of the online Emory Timecard and Attendance System (ETAS) process for ELHR staff paid on an hourly basis. Duties include coordination of the work of all timekeepers in the library, orienting and training unit timekeepers, orienting and training individual staff on policies and procedures, and supplemental pay requests for designated unit and all staff as needed.
2. Serves as payroll representative and liaison for ELHR timekeepers for non-exempt staff and student employees. Provides guidance and training for staff, supervisors, and timekeepers on how to use the system, policy interpretation, and management of the library time and attendance process.
3. Attends campus meetings on timekeeping and remain up-to-date on policies, guidelines, procedures, and the system. Provides updates for ELHR timekeepers.
4. Maintains the Time Recording/Biweekly KRONOS system for 250+ students including processing supplemental pay request for student employment as needed.
5. Consults and advises managers, supervisors, timekeepers, and individual staff on time and attendance policies, procedures, and practices as needed.
6. Prepares standard correspondence and emails for staff and students regarding adjustments made to their timecards.
7. Processes supplemental pay requests for staff and student employees as needed.
8. Resolve all timekeeping issues as needed in accordance with campus policies and review Unit.
10. Serves as a backup for other timekeepers as needed.

### **D. Human Resources Programmatic Support (15%)**

1. Processes change actions for salaries into the PeopleSoft System. Processes payroll adjustments which include leaves without pay, retroactive pay request, and staff as needed. Collaborates with the University Payroll office on an ongoing basis in order to coordinate actions related to ELHR staff.
2. Signs out separating or retiring employees.
3. Enters the appropriate personnel action online using the HRIS PeopleSoft System and in conformance with guidelines issued by campus Human Resources and Academic Personnel.
4. Maintains and updates external library staff directory, LISTSERVs and Confluence input of all new hires.
5. Maintains human resource content on the library intranet and other systems.
6. Coordinates calendar meeting invite to help assist with payment for training, conference, and travel registrations for library staff.
7. Handles biweekly reconciliation of Corporate Card transactions.

### **E. Special Projects and Other Duties (5%)**

1. Attends meetings to maintain professional knowledge and represent ELHR as appropriate.
2. Manages special projects as assigned independently or in collaboration with ELHR staff.
3. Performs other duties needed to accomplish the goals of the Emory Libraries division.

### **University Minimum Required Qualifications**

Two years of college coursework. Three years of office administration experience which includes two years of human resources experience. Knowledge of various personal computer software packages.

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*This is an equal employment opportunity, and Emory is an affirmative action employer. Emory does not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran/Reserve/National Guard status.*

**Required Qualifications**

*These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.*

- Experience providing high-quality, timely, customer-oriented services in a high-volume academic environment.
- Demonstrated ability to respond effectively to questions from individuals both external and internal to the Library and University. Strong customer service orientation.
- Ability to handle sensitive and confidential human resources situations and issues with discretion and tact and to handle human resources information appropriately while maintaining confidentiality.
- Outstanding organizational skills to prioritize and manage multiple projects and perform efficiently and courteously in a fast-paced environment with conflicting priorities and frequent distractions and interruptions.
- Demonstrated sound judgment and ability to work independently, set priorities and maintain them, and follow through on assignments while coping with a fluctuating workload and competing demands.
- Excellent written communication skills to review and correct documents and reports for grammar, spelling, and content.
- Excellent oral communication skills, specifically to interact effectively with individuals from diverse backgrounds and to effectively present information in group settings.
- Strong interpersonal skills to communicate effectively with all levels of staff and with external customers verbally in-person and by phone and in writing via memos, e-mail, correspondence. Ability to build cooperative, effective working relationships with university and library. Ability to work harmoniously and as a team player, thrive in a team-based environment, and skill in fostering teamwork among others.
- Ability to follow directions from supervisors and to provide clear directions to student employees.
- Demonstrated proficiency and capabilities with personal computers and software, and the Web, and financial systems. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.

**Preferred Qualifications**

- Bachelor’s Degree in Human Resources, Business, or other relevant field.
- Working knowledge of general university structure and organization, human resources systems, policies and procedures, processes and practices, and rules and regulations related to staff and student employment including recruitment, classification and compensation, payroll, and employee relations.
- Demonstrated working knowledge of campus HR online systems such as: PeopleSoft, Kronos, iCIMS, Compass, etc.

<i>EUL HR Review</i>	<i>Nydia Charles-Huggins</i>
<i>DATE</i>	<i>04/03/2023</i>