Specialist II, Human Resources

FLSA Status: Non-Exempt
Pay Grade: 13
Job Title ID: 13059
Job Series/Job Family: Human Resources Series / HR Family

Reports To

Director, Manager, or designee

Job Purpose

Depending on area of assignment, administers and maintains employee files and records, or benefits programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Initiates, maintains, and updates employee files and other relevant information in Datatel system.
2. Compiles, analyzes, and generates customized reports for administrative and external sources.
3. Serves as liaison and information resource for faculty and staff, consults with others on problems, and determines final resolution of problems and issues.
4. Implements, tracks, and maintains database of various employee information.
5. Processes documents on new, current, and former employees in Datatel.
6. Advises, counsels, and answers inquiries regarding human resource issues in area of responsibility.
7. Conducts training sessions regarding HR procedures, policies, and processes.
8. Composes and edits correspondence and develops departmental forms.
9. May represent the college at unemployment hearings and appeals, investigate and respond to unemployment claims; conduct exit interviews and/or serve as key contact for Employee Assistance Program.
10. May conduct new employee benefits orientation sessions and coordinate and monitor leave programs.
11. May provide backup to other human resource areas, and/or update department website.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Administrative procedures, principles, and practices.
- Basic recruitment, employment processes and/or payroll principles and processes.
- Customer service principles and practices.
- Basic employment and payroll laws and regulations.
- Electronic files, records and data management systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule. Peak periods may require evening and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.

- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, including advanced Excel, advanced Word and intermediate Power Point skills.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Two years related work experience.

Preferred

- Work experience using electronic personnel records data management system and/or administering benefits programs.

Education

Required

- Associate's degree or educational equivalent.

Other

Preferred

- Knowledge of ACC Administrative Rules, Human Resources Employee Handbook, Human Resources Reference Guide, Employment and Compensation Information Guide, Personnel Authorization System, and/or eHire, ePosition and the Employees Retirement System of Texas web sites.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.