

PSTN#: CLRMN 2G (Hudson)	
CLASS: Human Resources Specialist II	
POSITION: Human Resources Specialist	
DEPARTMENT: Human Resources	
JOB SUMMARY:	
<p>The Libraries' Human Resources Specialist is responsible to the AUL for Human Resources for coordinating and managing phases of the Libraries human resources program, including recruitment and placement, wage and salary classification, and training and staff benefits activities. Work is performed in accordance with policies, rules, and regulations and requires independence of action and excellent judgment, professional demeanor and confidential treatment.</p> <p>The Libraries' Human Resources department is located in the Libraries' Administrative Offices, which is comprised of the offices of the University Librarian and Associate Provost, Human Resources, Administrative Services, Development, and the AUL for Systems</p> <p>The Administrative Offices is a collaborative work environment. Staff are expected to demonstrate flexibility with scheduling to ensure complete coverage of office and to provide assistance to others to meet broader departmental needs.</p>	
PERCENTAGE:	DUTIES AND RESPONSIBILITIES:
40%	*Coordinates the classified staff recruitment program by conferring with supervisors to analyze positions and determine personnel needs, editing position justifications, obtaining approval signatures to fill positions, posting vacancies, screening applications and applicants, scheduling interviews, checking references, making offers, completing appropriate correspondence, and by compiling statistical information and/or completing questionnaires and surveys.
13%	*Assists in planning, organizing and presenting staff training and development program by providing ideas, input and administrative support services. Specific programs include the New Employee Orientation Program, various teleconferences and webinars, and other presentations as necessary. Writes, distributes and posts on the Libraries' HR web page a monthly Staff Training & Enrichment Program [S.T.E.P.] HR Tips article.
10%	*Coordinates the required human resources administrative paperwork, which includes monitoring the submission of evaluation forms, preparing FMLA documentation, preparing employee discipline documentation, compiling staffing analysis information, and completing all recordkeeping requirements for the UGA's affirmative action program to ensure the Libraries is in compliance with University, state, and federal regulations.

8%	*Manages staff benefits and orientation programs for the Libraries by providing UGA benefits information and internal Libraries orientation information to newly hired staff, consulting with newly hired staff to ensure timely submission of required benefits and payroll forms, and serving as liaison for all Libraries' staff members with UGA Benefits and Payroll.
6%	Provides administrative support for faculty personnel recruitment program by completing appropriate correspondence, posting advertisements, scheduling interviews, coordinating reimbursement for relocation and moving expenses, and completing faculty-hiring paperwork. Interprets policy and procedure changes faculty appointments and communicates and coordinates with the office of Faculty Affairs, regarding the submission/change of faculty information into the Faculty Information Records SysTem and BOR approvals.
3%	*Participates in the formulation of Libraries' human resources policies by maintaining awareness and giving input concerning employee needs and University policies. Researches, analyzes and makes recommendations for specific policy issues.
4%	Keeps the AUL for Human Resources, the University Librarian and Associate Provost and other appropriate personnel informed of human resources related issues by interpreting and communicating Libraries and University policies and procedures, concerns and issues.
3%	Supervises department student(s) by training, scheduling, assigning and evaluating work; monitoring and preparing student paperwork and timecards.
3%	Provides updated human resources communication and information tools by moderating the internal listserv, producing the Libraries staff directory information, compiling internal and external statistical information, updating various mailing lists, and producing the semi-annual organization chart.
3%	Serves as the editor of the Libraries' Staff Resources, Human Resources (including monthly HR Tips & Personnel News) and Staff Directory web pages, by designing, developing and implementing updates and changes, and serving on the Libraries' Web Editors Group.
2%	Assists the student assistant coordinator in administering the employment of student assistants and the Federal Work Study program.

2%	Participates in library-wide communication by reading, responding to, and initiating information transmitted via GRAPEVINE (the Libraries' listserv) and other communication tools, and appropriate library-wide or departmental meetings and asking questions, seeking clarification, or initiating discussion on library issues.
2%	Maintains flexibility and awareness of changes and needs in the office and organization by assuming similar duties and responsibilities as assigned.
1%	Participates in payroll activities by coordinating with the senior accounting technician for problem resolution and by distributing hourly, salaried and monthly payroll for students, classified staff and faculty.
* = essential function of the position	
Qualifications:	
Education, Experience, Licensure, Certification required:	Graduation from an accredited college/university with a Bachelor's degree plus two (2) years of experience in related field; or equivalent combination of education and experience;
Knowledge, Skills, Abilities and/or Competencies required to successfully perform work:	Experience in making procedural decisions on sensitive, confidential issues; Knowledge of human resources concepts, practices, regulations, and procedures, preferably at UGA; Experience in analyzing complex information, and to define and solve problems; Excellent organizational skills and close attention to detail; Considerable proficiency in applying standard software applications (preferably MS Office Suite) to administrative work, data issues and analysis; Experience in effectively and independently organizing and prioritizing work; Demonstrated success at establishing and maintaining effective working relationships; Excellent verbal and written communication skills with the ability to discretely convey confidential information of a sensitive nature; Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse organization;
Preferred Qualifications:	Knowledge of HTML and web page design preferred.
Physical Demands:	Sitting for long periods of time at a computer terminal is required. Ability to lift boxes weighing approximately 20 pounds.
Work Hours:	M-F; 8 hrs/day; some evening and weekend work may be required.

Revised 12/07; 12/08; 02/09