HR Service Center Specialist

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**Job Code:** HRISTAS3  
**Job Series:** 29313  
**Pay Grade:** CA&P|14|  
**FLSA Category:** NON-EXEMPT

**Job Family**

**Human Resources:** The Human Resources function serves to foster a healthy, productive, and inclusive workforce through the development and implementation of integrated and effective human resources programs, services, and policies. The Human Resources function advises and administers programs in the following areas: benefits, employee/labor relations, employment, HRIS and records, organizational development and training, and other related human resources services.

**Sub Family**

**HRIS/Records:** Performs administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires. Assists in the collection of employee information for reports and statistical research. Enters employee data into HRIS.

**Job Responsibilities**

- Responds to inquiries regarding human resources programs. Provides guidance to employees and management on human resources policies and procedures.
- Assists employees with the completion of employment/human resources related forms and online human resources systems (e.g. benefits, I-9); determines eligibility and verifies accuracy.
- May supervise or oversee the work of other TAS employees and/or student employees.
- Reviews and enters information into human resources/payroll systems. Analyzes human resources data, creates technical reports, and handles vendor reconciliations.
- Records and tracks expenses and revenue for department or area.

**Role**

- Fully proficient in applying established standards for the job.
- Applies advanced technical or process knowledge; requires ability to utilize diverse but conventional methods, techniques, or approaches to meet specific needs of an assignment.
- May supervise or oversee the work of other TAS and/or student employees.
Impact and Complexity

- Performs job responsibilities through use of specialized tools, job experience, and established standards. Often organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Prioritizes, plans, and organizes own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances.

- Uses experience and expertise to anticipate department/discipline’s needs, and handles the situation or identifies appropriate resource. Problems and issues faced are complex and occasionally ill-defined and may need some analysis to understand. Demonstrates sound judgment and decision making in situations requiring assessment interpretation and analysis.

Requirements

Knowledge of standard human resources practices, policies, and procedures typically obtained by a high school degree or GED or equivalent and a minimum of 3 years of related experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.