

**Ohio University – Compensation 2014**  
**Job Family: Human Resources | Career Track: Technical and Administrative Support**

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. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Technical and Administrative Support I	Technical and Administrative Support II	Technical and Administrative Support III	Technical and Administrative Support IV
<b>Accountabilities</b>	None specified.	None specified.	<p><b>PEOPLE</b>  Responds to inquiries regarding human resources programs. Provides guidance to employees and management on human resources policies and procedures.</p> <p>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.</p> <p>May supervise or oversee the work of other TAS employees and/or student employees.</p> <p><b>OPERATIONS</b>  Reviews and enters information into human resources/payroll systems. Analyzes human resources data, creates technical reports, and handles vendor reconciliations.</p> <p>Supports, maintains and monitors human resources programs (e.g., performance evaluations, new employee orientation, training and events).</p> <p>Coordinates the hiring process; posts job announcements and advertisements, coordinates interview materials, and prepares offer letters</p>	<p><b>PEOPLE</b>  Resolves complex questions and provides detailed explanations related to University policies and procedures (e.g. benefit plans, FMLA). May make or recommend decisions on exceptions to policies and/or procedures.</p> <p>Coordinates relationships across the University and with external vendors to implement human resources processes and programs.</p> <p>May supervise or oversee the work of other TAS employees and/or student employees.</p> <p><b>OPERATIONS</b>  Processes, approves, and monitors human resources documentation and data (e.g., benefit changes, leaves, pay increases). Monitors information within online HR systems for accuracy and further action; may provide training in the use of these applications.</p> <p>Coordinates the hiring process; reviews and processes postings, reviews applications against defined selection criteria such as relevant experience and education, and supports recruitment and onboarding activities.</p> <p>Delivers standard training to managers and employees.</p>
<b>Requirements</b>			<p>Knowledge of standard human practices, policies, and procedures typically obtained by a high school degree or GED or equivalent and 3 to 5 years human resources administration experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge of human resources technical and practical concepts, processes, and methods typically obtained by a high school degree or GED or equivalent and 5 to 7 years human resources administration experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>