**University Information**

<table>
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<tr>
<th>Org/College:</th>
<th>Office of the Provost</th>
<th>Department:</th>
<th>Office of the Provost Admin</th>
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<tbody>
<tr>
<td>UI Job Code:</td>
<td>PGB1</td>
<td>Pay Level:</td>
<td>3A</td>
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<tr>
<td>Job Function:</td>
<td>Human Resources</td>
<td>Job Family:</td>
<td>Human Resources Specialty Services</td>
</tr>
<tr>
<td>University Classification:</td>
<td>Human Resources Specialist</td>
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**Department Information**

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<tr>
<th>Org/Dept/Sub-dept #:</th>
<th>02-0105-00000</th>
<th>Position #:</th>
<th>00105316</th>
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<tbody>
<tr>
<td>Working Title (if applicable):</td>
<td>Faculty HR Specialist</td>
<td>This Position Reports to (Title/Position #):</td>
<td>Faculty HR Director / 00118391</td>
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<tr>
<td>Administrative Supervision?</td>
<td>No</td>
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**Position Overview:** This position works within the Associate Provost for Faculty unit and is responsible for reviewing and approving faculty HR transaction forms, maintaining faculty data in Faculty Status, monitoring faculty HR compliance, assisting with Faculty HR Rep meetings and communication, assisting with planning faculty orientation and related events, and providing information related to faculty data requests. Primary functions include faculty HR transaction system expertise, data entry related to Faculty Status and management of faculty HR compliance (e.g., Faculty Review Application). This position requires independent judgment and decision making in applying University and collegiate policies and procedures, as well as confidentiality and discretion.

**Key Areas of Responsibility**

**Program Development and Administration:** (PGB1)

Administer program activities as assigned. Carry out strategic initiatives by providing services and/or program support. Review, edit, approve transactions. Make recommendations for system change/improvement. Assist end users in system access/functioning.

- Review and approve faculty HR Transaction workflow forms and Faculty Review forms (e.g., complimentary appointments, Adjunct Support, faculty reviews, special compensation payments, and terminations).
- Enter faculty data from faculty HR Transaction workflow forms into Faculty Status system, run compliance reports to ensure data accuracy, and make corrections as needed.
- Assist Faculty HR Director in convening Faculty HR Rep meetings.
- Serve as liaison and expert for Faculty Status system.
- Answer questions and assist end users in system access and functioning of faculty HR applications such as the Faculty Review application, Post Tenure Effort Allocation Policy (PTEAP) application, and Faculty Status reports in Self Service.
- Provide feedback and process improvement recommendations related to faculty HR data applications to supervisor and Faculty Admin Center Leadership Group.

**Advising/Communication:** (PGB1)

Advise on human resource regulations, practices, policies and procedures; makes decisions and resolves issues within established guidelines or directs to the appropriate resource. Distribute appropriate communication materials to employees and leadership within unit/department. Support and communicate HR updates and initiatives.

- Respond to departments and colleges regarding faculty HR practices, policies and procedures. Consult with Faculty HR Director and Associate Provost for Faculty, as appropriate.
- Make decisions and resolve issues within established protocols or direct to the appropriate resource.
- Distribute appropriate communication materials to Faculty HR Reps, collegiate leadership, and faculty.
- Support and communicate faculty HR updates and initiatives to Faculty HR Reps as appropriate.
- Create routine communications for Faculty HR Reps, as assigned/needed.

**Metrics and Data Analysis:** (PGB1)
Gather and prepare data for specific specialty area. Evaluate and analyze information and assist in identifying needs and trends. Generate standard and routine reports for internal audiences.

- Apply basic data-gathering methodologies.
- Identify the key objectives of gathering data and describe alternative data-gathering techniques and tools.
- Assist Associate Provost for Faculty with Board of Regents reports (e.g., Faculty Resignations, Tenure Report).
- Assist Faculty HR Director and Associate Provost for Faculty with faculty data requests and queries as needed.

**Policies, Laws & Regulations:** (PGB1)
Interpret and promote compliance with routine policies/procedures. Monitor for compliance. Recommend policy development related to specific area of specialty.

- Run and review faculty HR reports to track and monitor compliance with faculty appointment policies and procedures.
- Review compliance related to the Faculty Review and Post Tenure Effort Allocation Policy (PTEAP) applications.
- Provide basic instructions and guidance regarding faculty HR policies and procedures. Direct departments and colleges to Faculty HR Administration website resources and guidance documents.

**Training and Educational Programs:** (PGB1)
Provide education/training on routine topics.

- Assist Faculty HR Director with facilitating faculty HR trainings and Faculty HR Rep onboarding.
- Assist Associate Provost for Faculty with faculty development training, as needed.

**Universal Competencies and Proficiency Levels**

### Diversity, Equity and Inclusion
Proficiency Level: WORKING

- Ability to work with individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities (race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences).
  - Maintain productive work relationships while considering multiple perspectives.
  - Demonstrate awareness of one’s own and others’ social identities (e.g. race, gender, disability status, religion, etc.) and their relevance in the workplace.
  - Resolve cross-cultural conflicts effectively.
  - Articulate the unit’s commitment to diversity, equity and inclusion and the reasons for its importance.
  - Engage in personal and professional development on issues related to diversity, equity and inclusion.

### Collaboration/Positive Impact
Proficiency Level: WORKING

- Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.
  - Share appropriate information/feedback openly, professionally and respectfully.
  - Model open, respectful, accepting, and supportive behaviors with employees, team members, departments, and colleges.
  - Maintain productive work relationships while considering multiple perspectives and using effective conflict resolution practices.
  - Align expectations for self and team to achieve work objectives and overcome obstacles.

### Service Excellence/Customer Focus
Proficiency Level: WORKING

- Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.
  - Respond to questions via phone or email in a timely manner.
  - Enhance service by seeking ways to add value to customer interactions/services.
  - Demonstrate sincere concern and take responsibility when a customer complains, even if the cause of the problem lies elsewhere.
  - Listen to feedback without defensiveness and use it to enhance communication effectiveness.
  - Communicate in alternative ways to accommodate different listeners.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

**Position Technical Competencies and Proficiency Levels**

### Accuracy and Attention to Detail
Proficiency Level: WORKING

- Understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy.
- Processes detailed information with accuracy.
- Utilizes specific approaches and tools for checking and cross-checking outputs.
- Develops and uses checklists to ensure that information goes out error-free.
- Accurately gauges the impact and cost of errors, omissions, and oversights.
- Learns from mistakes and applies lessons learned.

**Processes**

**Specific HR Systems Application**  
**Proficiency Level:** WORKING  
**Knowledge of faculty data systems; ability to monitor systems for accuracy and compliance.**  
- Utilizes all basic functions and features of a specific HR system.
- Analyzes the information maintained within a specific HR system.
- Assists in the installation, configuration, and support of specific HR systems.
- Follows established standards and procedures for operating specific HR systems.

**Communicating for Effective Relationships**  
**Proficiency Level:** WORKING  
**Knowledge and application of the communication techniques and relationship building skills that develop the ability to work with a variety of individuals and groups in a constructive and collaborative manner.**  
- Demonstrates an understanding of alternative points of view.
- Explains issues in alternative ways to accommodate different listeners.
- Demonstrates both empathy and assertiveness when communicating a need or defending a position.
- Employs appropriate methods of facilitating collaborative communication.
- Works with others to address critical issues, resolve problems, and persuade or influence appropriate resolutions.

**Human Resources Policies, Strategies and Environment**  
**Proficiency Level:** WORKING  
**Knowledge of major responsibilities, accountabilities, and organization of the Human Resources (HR) function or department; ability to use and effectively administrate the organization's HR policies, strategies and environment.**  
- Executes the mission, vision and objectives of the HR function.
- Implements major HR programs, initiatives and issues within the organization.
- Follows standard processes for handling HR policy breaches.
- Provides feedback for the improvement of organizational HR policies, strategies and environment.
- Produces an organizational development model used within the organization.

**HR Planning and Development**  
**Proficiency Level:** BASIC  
**Knowledge of and ability to plan and develop an organization's HR operations in order to increase individual and organizational effectiveness.**  
- Identifies main HR operational challenges and issues.
- Describes key roles of HR planning and development.
- Identifies organizational usage of HR planning and development.

**Human Resources Consulting**  
**Proficiency Level:** BASIC  
**Knowledge of HR approaches, tools and techniques; ability to inform, guide and advise managers in HR-related initiatives.**  
- Identifies key roles and responsibilities of the HR consulting function.
- Describes major activities performed and services provided by HR consultants.
- Documents various options for solving proposed HR issues and problems.

**Employee Relations**  
**Proficiency Level:** WORKING  
**Knowledge of the rights and obligations in the employee and employer relationship; ability to create or apply programs and address issues that support a healthy and productive work environment.**  
- Explains organizational policies, procedures and processes for dealing with employee relations/labor relations issues.
- Interprets and communicates employee relations policies and procedures.

**Industry/Profession Knowledge, Trends and Direction**  
**Proficiency Level:** WORKING  
**Knowledge of the organization's industry or profession's trends, directions, major issues, and regulatory considerations; ability to apply this knowledge appropriately to diverse situations.**  
- Describes the contribution of own function as it relates to the industry or profession.
- Discusses existing practices and planned changes to own area of specialization or profession.
- Demonstrates current knowledge of the regulatory environment for industry or profession.
- Cites relevant sources of information and articles from key industry or professional publications.
- Participates in major industry professional associations; subscribes to industry or profession-specific publications.

## Position Qualifications

<table>
<thead>
<tr>
<th>Education, Experience or Equivalency Required</th>
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<tr>
<td>- Bachelor’s degree in Human Resources Management, Business Administration or related field, or an equivalent combination of training and experience.</td>
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<td>- Some experience (at least 6 months) of human resources or operations coordination, implementing HR related tasks, processes, and projects to ensure that day-to-day operations run smoothly. Preferably working with an electronic HR system/database and reports. (May include undergraduate internships and employment.)</td>
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### Competencies Required

Demonstrates a **BASIC proficiency** in the following competencies:

- knowledge of major responsibilities, accountabilities, and organization of the Human Resources (HR) function or department; ability to use and effectively administer the organization’s HR policies, strategies, and environment.
- knowledge of **state and federal regulations** affecting human resources policies, practices and procedures.
- knowledge of **data gathering** and the ability to utilize tools, techniques and processes for reporting data for assigned projects and make recommendations based on analysis.

Demonstrates a **WORKING proficiency** in the following competencies:

- meeting or exceeding customer service needs and expectations and providing excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.
- understanding of the necessity and value of **accuracy and attention** to detail; ability to process information with high levels of accuracy.
- knowledge and application of effective communication techniques and relationship building skills that develop the ability to work with a variety of individuals and groups in a constructive and collaborative manner.
- the commitment to and fostering of diversity, equity, and inclusion and able to articulate the reasons for its importance.

### Desirable Qualifications

- Human Resources Certification (i.e., PHR, SHRM-CP) and/or commitment to the HR field through training and development.
- Basic understanding and/or direct knowledge of considerations of a public institution and how human resources functions in a large academic environment.