Staff Position Posting

Human Resources Specialist

Department: LITS HR, Business Administration
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

University Job Summary Statement

Edicates and assist management and employees within a particular division or department in the administration of human resources policies and procedures. Interprets policies and works with appropriate staff to effectively resolve human resources issues. Provides guidance to managers and supervisors regarding employee leave policies. May investigate and gather information regarding employee relations, Worker's Compensation and FMLA situations. Initiates employment requisitions and follows up on job postings and applicant referrals. Processes new hire and applicant tracking paperwork. Ensures the accuracy and completeness of employment documents. Reviews and obtains approval of time and attendance documents, processes reimbursements and special checks and maintains required documentation. Maintains databases, records and files and prepares reports. May assist with budget preparation and monitor expenditures for specific areas. Performs related responsibilities as required.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Position Summary

Reporting to the Sr. Human Resources Associate (SHRA), the Human Resources Specialist (HRS) provides administrative operational support for academic and staff recruitment functions and activities including advertisement of postings, coordination of interviews, and assisting the recruitment manager and search committees for the Library & Information Technology Services (LITS) division. Provide operational support for employee on-boarding and training coordination on reporting an analysis of organizational metrics. Administer Family and Medical Leave Act (FMLA) and other leaves. Serve as key liaison to payroll, benefits, and data services department. Maintain all employee records. The Human Resources Specialist manages all aspects of student employment to include facilitating student supervisor training, advertising student employment opportunities, processing and maintaining student new hire paperwork for 250+ student employees, and coordinating of timekeeping for student employees. Additional duties include, managing the coordination of timekeeping for staff, processing new hires and separations, maintaining personnel files, updating external and internal human resources websites, and other special projects.

Key Responsibilities & Duties

- Provides administrative support for academic and professional recruitment activities and searches for the Library & Information Technology Services. Duties include placing ads, reserving rooms, and
handling correspondence for interview and travel arrangements, assisting with search committee activities, and employment processes.

- Works with Human Resources Associate Sr. on staff searches and provides administrative support for recruitment activities.
- Serves as the primary resource person to managers and supervisors regarding student employment – answers questions regarding student employment, work-study, student job descriptions, reclassifications, pay increases, promotions, and forms preparation and distribution, consulting with SHRA when necessary.
- Processes job posting requests from student supervisors of the LITS division, including Work-Study requests. Acknowledges student employment applications and forwards applications and resumes to hiring supervisors. Processes all student hires by inputting job data in to the PeopleSoft Student Hire System.
- Reviews and processes requests from LITS for student personnel actions which involves classification changes, terminations, and obtaining additional approval as necessary. Reviews completed forms for accuracy and completeness and sign employment forms that require signatures.
- Maintains Student Employment Webpage, updates information regarding Student Employment, application procedures, and policies and procedures.
- Assists newly hired student assistants on a regular basis which requires explanation of online orientation and new hire forms, internal website StaffWeb permissions, and accepting and processing supporting documentation.
- Monitors personnel files on an ongoing basis and follows up as necessary. Consults with student supervisor when student employee needs to complete additional forms.
- Interprets University personnel policies governing student personnel employment to respond to questions from students, supervisors, or other campus departments regarding employment or benefit information. Consults with other LITS HR staff when necessary.
- Develops and facilitates the annual student supervisor training for LITS student supervisors.
- Prepares annual Federal Work Study Job Fair recruitment materials and participates in the campus job fair as the LITS representative.
- Corresponds with applicants via email, telephone or in person regarding the status of applications.
- Manages the process for annual level and step increases for continuing student employees.
- Manages the student allocation budget to ensure no year-end overages or surpluses.
- Consults with the SHRA on an ongoing basis in order to solve student employee relation issues and coordinate actions related to student employment as needed.
- Responsible for Assist the overall coordination of the online Emory Timecard and Attendance System (ETAS) process for LITS staff paid on an hourly basis. Duties include coordination of the work of all timekeepers in the library, orienting and training unit timekeepers, orienting and training individual staff on policies and procedures, and supplemental pay requests for designated unit and all staff as needed.
- Serves as LITS payroll representative and liaison for LITS timekeepers for non-exempt staff and student employees. Provides guidance and training for staff, supervisors, and timekeepers on how to use the system, policy interpretation, and management of the library time and attendance process. (E)
- Attends campus meetings on timekeeping and remain up-to-date on policies, guidelines, procedures, and the system. Provides updates for LITS timekeepers.
- Maintains the Time Recording/Biweekly KRONOS system for 250+ students including processing supplemental pay request for student employment as needed. (E)
- Consults and advises managers, supervisors, timekeepers, and individual staff on time and attendance policies, procedures, and practices as needed. (E)
• Enters leave accrual for exempt staff into PeopleSoft Exempt Leave Tracking System. Researches and resolves leave accrual discrepancies reported by LITS or individual employees. Follows up on issues when leave has not been reported. (E)
• Resolve all timekeeping issues as needed in accordance with campus policies.
• Serves as a backup for other timekeepers as needed.
• Serves as the primary LITS liaison to Emory Temporary Services (ETS) and coordinates all temporary employment requests for the Library & Information Technology Services, Goizueta Business Library, Rose Library, and Woodruff Health Sciences Library.
• Advises and consults with supervisors and managers on temporary employee policies, procedures, and practices related to temporary employment ensuring compliance with campus policies and procedures.
• Prepares online job requisitions for temporary positions by inputting position data in standard format into the Kenexa BrassRing System for all positions to be posted.
• Serves as resource for hiring supervisors, managers and units and for temporary employees. Answers questions and facilitates problem solving on all aspects of temporary employment – applications, interviews, availability of positions, etc.
• Processes change actions for salaries into the PeopleSoft System. Processes payroll adjustments which include leaves without pay, retroactive pay request, and additional pay for librarians and staff as needed. Collaborates with the University Payroll office on an ongoing basis in order to coordinate actions related to LITS staff.
• Coordinates the LITS Onboarding New Staff and Academic hires including librarians. Meets individually with all new hires to review and complete all forms required in the hiring process. Answers questions from new hires and assists in orientation process. Prepares letters and forms necessary for newly hired employees and managers and supervisors that document and outline information related to new hires and appointments as needed. Inputs appropriate personnel action online using the PeopleSoft Pre-Start System.
• Serves as the LITS FLMA administrator for leaves of absences related to Family and Medical Leave Act (FMLA) and disability. Specific duties include: counseling academic and staff employees on rights and responsibilities related to FMLA; handling leave documentation received from health care practitioners and preparing correspondence for employees as required by law; processing FMLA leaves of absence in the PeopleSoft HRIS system; maintaining records for each individual FMLA leave in accordance with library and campus policies and practices; updating supervisors, managers, and administrators on the status of leaves and responding to questions as needed; and communicating with the Benefits Analyst in Campus Human Resources on active FMLA cases as needed.
• Performs other duties needed to accomplish the goals of the LITS division.

University Minimum Required Qualifications

Two years of college coursework. Three years of office administration experience which includes two years of human resources experience. Knowledge of various personal computer software packages.

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This is an equal employment opportunity, and Emory is an affirmative action employer. Emory does not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran/Reserve/National Guard status.

Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.
• Experience providing high-quality, timely, customer-oriented services in a high-volume academic environment.
• Demonstrated ability to respond effectively to questions from individuals both external and internal to the Library and University. Strong customer service orientation.
• Ability to handle sensitive and confidential human resources situations and issues with discretion and tact and to handle human resources information appropriately while maintaining confidentiality.
• Outstanding organizational skills to prioritize and manage multiple projects and perform efficiently and courteously in a fast-paced environment with conflicting priorities and frequent distractions and interruptions.
• Demonstrated sound judgment and ability to work independently, set priorities and maintain them, and follow through on assignments while coping with a fluctuating workload and competing demands.
• Excellent written communication skills to review and correct documents and reports for grammar, spelling, and content.
• Excellent oral communication skills, specifically to interact effectively with individuals from diverse backgrounds and to effectively present information in group settings.
• Strong interpersonal skills to communicate effectively with all levels of staff and with external customers verbally in-person and by phone and in writing via memos, e-mail, correspondence. Ability to build cooperative, effective working relationships with university and library. Ability to work harmoniously and as a team player, thrive in a team-based environment, and skill in fostering teamwork among others.
• Ability to follow directions from supervisors and to provide clear directions to student employees.
• Demonstrated proficiency and capabilities with personal computers and software, and the Web, and financial systems. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.

Preferred Qualifications

• Bachelor’s Degree in Human Resources, Business, or other relevant field.
• PHR or SHRM Certification.
• Working knowledge of general university structure and organization, human resources systems, policies and procedures, processes and practices, and rules and regulations related to staff and student employment including recruitment, classification and compensation, payroll, and employee relations.
• Demonstrated working knowledge of campus HR online systems such as: PeopleSoft, Kronos, BrassRing, Compass, etc.

Applications/resumes must be submitted online through Emory Careers and looking for job posting #59800BR. Please include a letter of interest along with your resume. For more information, contact Nydia Charles-Huggins at (404) 727-6885, necharl@emory.edu