HR CONSULTANT (Campus HR roles)

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Reporting | * Generates and/or interprets standard reports
* Conducts HR data audit and implements compliance activities
* Generates requests for custom/ad-hoc report for strategic priorities
* Makes recommendations for actions based on reporting data
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| Recruiting & Hiring | * Posts and advertises positions
* Screens potential candidates
* Conducts pre-hire checks (e.g., background, nepotism, etc.) for paid and unpaid appointees
* Makes job offers as appropriate
* Engages in active outreach (e.g., career fairs)
* Advises managers on recruiting and hiring activities; makes recommendations for process improvements and engages leads or officers for complex/difficult to fill vacancies
* Handles all logistics for interviews (e.g., schedules, method, etc.) as needed
* Pre-screens applications as needed
* Consults with hiring managers on offer package (e.g. create offer / appointment letter, relocation expenses, etc.)
* Conducts EEO analysis and makes recommendations on how to best diversify pool of candidates
* Monitors workforce analytics trends
* Coordinates other employment relationships (e.g., dual, additional, secondary)
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| Separations | **Layoff*** Submits layoff plan
* Provides employee notice
* Consults with employment, staffing, EMR
* Assists with transitions to new department (if applicable)
* Abolishes positions
* Updates reporting relationships
* Updates leave in TIM
* Processes leave payouts
* Processes longevity payouts (SHRA)

**Discontinuations*** Consults with EHRA-NF unit to receive approval
* Provides employee notice/ pay in lieu of
* Updates reporting relationships
* Updates leave in TIM
* Processes leave payouts

**Resignations & Retirements*** Processes resignations
* Updates reporting relationships
* Updates leave in TIM
* Processes leave payouts
* Processes longevity payouts (SHRA)
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| On/Offboarding | * Coordinates international employment needs
* Processes form I-9 and E-Verify verifications as appropriate
* Participates in organizational on/offboarding (e.g., grant/revoke system access, building access, office space, parking)
* Conducts departmental orientation/exit interview
* Ensures UNC property is issued/collected after hire/separation (e.g., badges, keys, laptop, parking permit, etc.)
* Completes the faculty/researcher separation checklist for OSR
* Provides information for and coordinates faculty-specific offboarding activities (e.g. emeritus status, maintaining email address, one card, etc.)
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| Classification & Compensation | * Creates and maintains org charts
* Consults with managers and central OHR on creating and updating position descriptions, position/organizational design, and compensation levels
* Completes and submits salary adjustment forms
* Conducts departmental equity analysis
* Advises on wage-hour issues
* Administers special pay (e.g. comp time, on call, travel pay, overloads, etc.)
* Administers lump sum payments
* Administers supplemental pay for secondary appointments
* Enters and/or approves position change actions
* Maintains and updates faculty salary ranges
* Facilitates Annual Raise Process and any other defined pay programs
* Administers out of cycle increases
* Makes recommendations for compensation priorities and implements strategies
* Consults with managers on Employee Competency Assessments
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| Performance Management | * Advises managers on developing performance goals
* Administers and provides training for performance management process (e.g., annual performance cycles, out-of-cycle improvement plans, probationary, compliance)
* Consults with managers on professional development plans
* Administers employee awards and recognition programs
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| Time & Attendance | * Serves as TIM administrator (if applicable)
* Advises employees and managers on time reporting and leave policies
* Monitors and manages unit-level time and attendance reporting
* Addresses discrepancies or audit issues in partnership with central OHR, Internal Audit, etc.
* Monitors leave balances and necessary payouts
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| Data entry (Personnel Action Administration) | * Originates and/or approves a wide variety of assigned HR system actions (e.g., hire, term, transfer)
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| Employee & Management Relations | * Consults with managers on performance improvement plans
* Consults with managers and central OHR on disciplinary policies and processes (e.g. pre-disciplinary conferences, written warnings, counseling memos, investigatory status, etc.)
* Serves as a Responsible Employee
* Partners with central OHR and EOC on appeals, grievances, and workplace investigations
* Consults with managers and/or employees on workplace issues
* Provides support for managers on unemployment claims
* Consults and coordinates with central OHR on adverse weather and emergency closing issues
* Provides information about support resources to employees
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| Benefits & Leave Coordination | * Provides information on benefits plans and eligibility criteria
* Provides guidance on processes associated with benefit plan enrollment
* Consults with managers, employees, and central OHR on employee leave programs (e.g. disability, FMLA, Faculty Serious Illness Leave, Voluntary Shared Leave, Community Service Leave, faculty personal and research leave, etc.)
* Partners with EHS on workers’ compensation cases
* Coordinates position-specific health benefit enrollment (e.g. GSHIP, postdoc health insurance, fellows, etc.)
* Provides information on phased retirement to faculty
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| Training/Professional Development | * Delivers training
* Develops and conducts training needs assessment
* Recommends training program(s)
* Evaluates training results
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| Team Lead | * Directs the daily workflow of other staff members by assigning tasks but does not exercise supervisory authority
* Trains new staff members on work methods, policies, and practices
* Provides feedback to supervisors on team members for performance evaluations
* Serves as a resource to other team members for questions or work issues
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| Other Duties (5% max) | * Other duties as assigned by management to meet business needs
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**STATE–DEFINED COMPETENCIES** *(Use to complete the competencies section of the position description by defining how these apply to your specific job. All competencies may not apply to all jobs. Do not add any additional competencies beyond those provided by the state.)*

* Knowledge – Professional and Organizational
* Consultation
* Communication
* Program/Project Management

**MINIMUM TRAINING AND EXPERIENCE** *(Cut and paste into section 8 of the position description form with no additions or deletions):*

Graduation from a four-year college or university and two years of progressively responsible experience analyzing, interpreting, applying, communicating and promoting HR best practices in the context of organizational goals and objectives; or an equivalent combination of training and experience. Degrees must be from appropriately accredited institutions.