HR SPECIALIST (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.*

|  |  |
| --- | --- |
| **FUNCTIONS** | **TASKS** |
| Reporting | * Generates and/or interprets standard reports
* Conducts HR data audit and implements compliance activities
* Generates request for custom/ad-hoc report for strategic priorities
 |
| 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
* Advises managers on recruiting and hiring processes and policies
* Makes recommendations for recruiting process improvements
* Handles logistics for interviews (e.g., schedules, method, etc.) as needed
* Pre-screens applications as needed
* Works with hiring manager on offer packages (e.g. create offer/appointment letter, relocation expenses, etc.)
* Processes other employment relationships (e.g., dual, additional, secondary)
 |
| Separations | **Layoff*** Abolishes positions
* Updates reporting relationships
* Updates leave in TIM
* Processes leave payouts
* Processes longevity payouts (SHRA)

**Discontinuations*** 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)
 |
| On/Offboarding | * Coordinates international employment needs and may serve as subject-matter expert in this area
* Coordinates credentialing requirements
* 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)
* Tracks UNC property that is issued/collected after hire/separation (e.g., badges, keys, laptop, parking permit, etc.)
* Completes the faculty/researcher separation checklist for OSR
 |
| Classification & Compensation | * Creates and maintains org charts
* Advises managers on creating and updating position descriptions and the position review process
* Completes and submits salary adjustment forms
* Reviews pay equity for proposed salary adjustments and indicates where there may be issues
* Processes special pay actions (e.g. comp time, on call, travel pay, overloads, etc.)
* Processes lump sum payments
* Processes supplemental pay for secondary appointments
* Enters position change actions
* Processes out of cycle increases
* Provides information to managers on the Employee Competency Assessment program
 |
| Performance Management | * Advises managers on performance review processes, timelines, and requirements
* Processes actions for employee awards and recognition programs
 |
| Data entry (Personnel Action Administration) | * Originates and/or approves a wide variety of assigned HR system actions (e.g., hire, term, transfer)
 |
| 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
 |
| Promotion & Tenure | * Tracks fixed-term, tenure track/tenured faculty for eligibility of promotion and/or post tenure review. Submits actions and tracks progress as necessary
* Drafts offer letters for faculty appointments (fixed-term, tenure track, tenured) based on expectations and workload policy for all faculty groups and submits to the Dean for signature
 |
| Benefits & Leave Coordination | * Provides information on benefit plan enrollment
* Provides information on employee leave programs (e.g. disability, FMLA, Faculty Serious Illness Leave, Voluntary Shared Leave, Community Service Leave, faculty personal and research leave, etc.)
* Administers and tracks individual leave issues in the school/division
 |
| 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
 |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs
 |

**STATE–DEFINED COMPETENCIES** *(Use to complete section 7 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.)*

* Applied Knowledge – HR Program and Organization
* Customer Service
* Communication – Verbal/Written
* Information/Records Administration
* Program Administration
* Managing Work and Performance

**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; or an equivalent combination of training and experience.