



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

Excluded

Human Resources Office Administrator

SERIES PURPOSE: The purpose of the Human Resources Office Administrator occupation is to coordinate operations of the office; designs, develops, and implements general office procedures and systems. Assists and supports HR leadership in office administration.

CLASS CONCEPT: The class works under direction and requires experience in and knowledge of public, business, or human resources administration, and/or human resources processes and procedures in order to process and track all third-party contracts and purchasing, as well as maintain budget(s). Assists and supports the Associate Vice President (AVP) and Directors/Managers with administrative and operational needs. Acts as primary human resources liaison for assigned employment groups. Assignments may include developing human resources work processes and training staff members.

Incumbents complete assignments that require research, selection, and application of human resources techniques using independent judgment to make adaptations, modifications, and recommendations; assignments have clear and specified objectives and require the investigation of several variables. Acts as a lead worker over lower-level support personnel.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Acts as a lead worker over lower-level support personnel; a lead worker has one or more employees assigned to their area of expertise and directs, plans, schedules, and assigns work. Assists lower-level support personnel and external entities in problem resolution; refers only the most unusual and/or complex issues to the supervisor. Maintains expert knowledge in order to assist lower-level personnel with all employment types.

Provides training and/or cross-training for staff.

Assists in the development of filing systems; audits and ensures compliance of personnel files and other documentation. Coordinates use and storage of employment data.

Coordinates and monitors Human Resources records retention and records requests such as public records requests, subpoenas, etc.

Researches and prepares data for budget inclusion; assists in writing budget justification; monitors spending and maintains fiscal records; monitors budgets and independently makes transfers as needed;

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reviews and summarizes fiscal, operational and/or personnel reports; directs lower-level support personnel in budget management function. Tracks vendor agreements and/or contracts for expiration, renewal, etc.

Provides specialized support to the labor relations functional area for all employment types.

Works collaboratively and independently to achieve initiatives, projects, goals, policies, and procedures. Coordinates and manages assigned projects to completion.

Coordinates and executes several large group new hire orientation sessions per year with the assistance of HR staff as needed.

Serves as liaison with campus and external constituents; transmits information, decisions, requests, and directives and prepares correspondence to the same, assuring quality and accuracy of information and materials; assists in planning and implementation of schedules, operations, agendas, itineraries, procedures, budgets, presentations, academic events, purchases, projects, and record keeping.

Coordinates activities and assists staff; prepares reports, correspondence, forms, minutes, etc. of complex, highly confidential and/or sensitive information including documents related to collective bargaining, grievances, and arbitrations.

Assists with administrative and technical support, as necessary.

Processes, administers, and facilitates postings in the applicant tracking system; coordinates additional advertising; tracks and manages position requests from initiation through filling of position. Advises and/or consults with applicable bargaining unit President, Officers, or members when necessary about positions and searches.

Processes appointment recommendations and initial appointments; facilitates onboarding; plans, coordinates, and executes orientation sessions. Creates and maintains personnel files and other records as needed.

Produces, processes, and distributes appointments; consolidates employment records and application information into prescribed format.

Enters transactions into the Human Resources Information System (HRIS); makes all changes and/or builds codes as needed; prioritizes entry of personnel actions; verifies accuracy in a timely manner; creates new employee profiles in the HRIS.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: supervisory techniques*; interviewing*; training and development*; technical writing; effective oral communication; human resources processes and procedures; customer service and public relations; employment processing procedures*; HR/Payroll component of the Banner system*;

university policies and procedures*; applicable federal and state laws*; collective bargaining agreements*; assigned program area*.

Skill in: operation of a personal computer and common applications and programs; HR Software programs and/or systems.

Ability to: handle a variety of responsibilities and determine specific course of action; define problems, collect data, establish facts and draw valid conclusions; prepare meaningful, concise, and accurate reports; gather, collate, and classify information about data, people, or things; recognize and maintain confidential information; perform basic mathematics; proofread material, recognize errors, and make corrections; check pairs of items that are similar or dissimilar; deal with some abstract variables; research and answer sensitive inquiries from various constituents; understand and interpret insurance contracts; use proper research methods in gathering data; resolve complaints.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED and six years of experience in human resources administration or a related field. Or completion of a bachelor's degree and three years of experience in human resources administration or a related field.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None.

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable