HR Coordinator

Working Title: HR Coordinator
Job Family: Human Resources
Proposed Classification Title: Human Resources Specialist II
Proposed Pay Grade: P34
Job Category: Professional & Scientific

Minimum Qualifications:
Bachelor’s degree and 3 years of related experience; OR a combination of education and related experience totaling 7 years.

Summary – HR Coordinator:
Provides direct HR guidance and support to managers and employees in delivering professional level HR advice and services using a working knowledge of all applicable policies and procedures. Fields questions on HR practices and strategies and escalating complex issues to the HR Partner as needed. Provides Workday expertise and process support; leveraging system in order to complete all necessary business processes.

Duties Statements:

HR Planning, Practices, and Communication:
- Maintains working knowledge of all applicable HR policies and procedures, and ensures process and policy compliance.
- Advises managers and employees on HR policies and procedures, trouble-shooting and answering questions as needed.
- Works directly with employees and managers to identify appropriate solutions to their HR and talent needs.
- Connects customers with appropriate departments for other HR services, as needed.
- Answers questions on HR practices, processes, and strategies; escalating complex issues to HR Partner or University Human Resources (UHR)/SVPP Office as required.
- Prepares HR communications regarding policy, processes, and strategy changes for dissemination to area managers and employees.
- Ensures process compliance with applicable rules, regulations, and policies.

Position/Job Management:
- Works with managers to develop and manage position descriptions within Workday, utilizing information outlined in Job Profiles, in addition to ensuring local position descriptions are up to date and accurately reflect employee duties and expectations.
- Works to assess relevant essential functions of positions, including but not limited to essential physical functions, position level required qualifications such as licensures and certifications, and maintains percentages of time on local position descriptions.
- Works with managers to assess staffing needs, and partners with Staff Recruiting Specialists to fill positions as required.
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- Initiates, tracks and approves employee data changes in Workday.

Develop and Counsel Employees:
- Tracks completion of performance reviews and provides reminders to managers and staff in order to ensure completion in a timely manner.
- Works with managers on less complicated employee relations investigations and/or mediations, escalating more complex issues to UHR.
- Provides employee record support for grievances and appeals.
- Works with UHR on the accommodations process, collaborating with procurement specialists to support and execute equipment requests as needed.

Employment Actions:
- Manages HR business processes in Workday (i.e., reviews and/or approves manager-initiated processes and/or initiates processes).
- Counsels managers and employees on development opportunities and options for employee movement internally and externally to the area.
- Approves and tracks employee job changes in Workday, including but not limited to hiring, promotion, demotion, transfer, etc.
- Initiates, approves, and tracks compensation actions for an area, escalating certain approvals to the HR Partner as needed.
- Monitors time and leave requests for completeness, initiates actions as needed.
- Reviews and maintains employee data integrity to in order to support accurate completion of processes and ensure reporting quality.
- Runs reports as needed to support HR processes, procedures, and auditing needs.

Academic Service Teams – in addition to the duties listed above, HR Coordinators supporting academic service teams will be responsible for the following:
- Management of the academic appointment (incl. administrative and named positions) in Workday.
- Works with Department Chairs to develop local faculty Position Responsibility Statements (PRS), ensuring they are up to date and accurately reflect expectations.
- Processes and tracks faculty compensation actions for an area, such as faculty summer salary, administrative salary, Period Activity Pay, etc., escalating to the HR Partner as needed.
- Works with managers to assess faculty staffing needs, collaborating with the Staff Recruiting Specialists and/or HR Partner to fill positions as required.
- Facilitates the faculty recruitment process as needed, such as working with search committees, processing actions in Workday, providing information and/or status updates to Department Chairs, etc.
- Works with faculty to facilitate the Post Doc hiring process, providing assistance with processes such as posting Post Doc requisitions, conducting first pass of candidates, providing information and/or status updates to faculty hiring managers, and processing actions in Workday.
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Preferred Qualifications:
- Working knowledge of HR principles and practices, rules, regulations, trends, and developments.
- Strong communication skills, with an ability to function and succeed in a dynamic environment.
- Strong creative problem-solving skills with the ability to develop and recommend practical solutions.
- Demonstrate ability to multi-task with a strong attention to detail.
- Ability to handle situations with discretion, good judgement, and an appropriate sense of urgency.
- Comprehensive understanding of local, state, and federal employment laws.
- Demonstrated ability to maintain confidentiality.
- PHR or equivalent certification.

Expected Competencies:
- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Relationship Building** – maintains and fosters relationships within, across, and external to organizational boundaries.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **HR Acumen** – demonstrates skills and knowledge relevant to the HR function, applying best practices in the discipline to accomplish their work.
- **Organization Knowledge** – understands the vision, mission, and values of an organization in order to achieve success.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Lead with Integrity** – instills mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner towards others.