



# Home Department Human Resources Specialist Job Description

## JOB INFORMATION

Job Code:	113317
Job Title:	Home Department Human Resources Specialist
FLSA Status:	Exempt
Supervisory:	May oversee student and/or temporary workers.
Job Family:	HD - HR/Payroll Administration
Job Family Group:	Human Resources
Management Level:	8 Individual Contributor

Home Department Human Resources Specialist-113317

## JOB SUMMARY

Has professional responsibilities for a large school or division's day-to-day administration of a human resource program(s) and policies covering one or more of the following: employee relations; and recruitment and hiring. Assists Human Resource Director and administrators, directors, managers and supervisors with resolution of moderate to complex employee relations work-related problems, issues and complaints and/or staffing needs, recruitment, hiring and on-boarding matters. Provides employee counseling and candidate and/or employee interviewing for designated human resource area(s) of activity. Develops, applies and interprets school or division designated human resource internal policies and procedures for program(s) and services. Advises administrators, directors, managers and supervisors on the application of related human resource policies, procedures, and guidelines and consults with appropriate university central personnel offices, as needed.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related human resource experience providing thorough knowledge of laws governing human resource and policies and procedures.
X		Knowledge of human resource theories, principles and practices.
X		Knowledge of principles and processes involved in business and organizational planning, coordination and execution.
X		Demonstrated interpersonal and communication skills.
	X	Human resource generalist experience in a university setting.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	
	X	SHRM (Human Resource Certification)	SHRM-CP, SHRM-SCP.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Administers a large school/division's daily operation of human resource program(s), services and policies for one or more of the following: employee relations; and recruitment/hiring. Develops and initiates program(s) designed to establish and maintain effective customer service through consistent and fair application of university policies and procedures in collaboration with the Human Resources Director.				
Assists Human Resources Director with development of short- and long-range strategic plans to improve customer services and program(s) efficiency and effectiveness through such means as developing school/division communication vehicles, training programs, and/or web-based resources. Monitors effectiveness of programs. Assesses quality of programs with the goal of recommending modifications that will improve services. Develops new and better methods for creating employee work environments. Plans and coordinates the establishment, implementation and maintenance of reporting activities.				
Develops, applies and interprets internal school/division human resource policies and procedures for designated human resource program(s) and services and disseminates through communications vehicles and/or meetings. Makes modifications of internal school/division human resource program(s) policies and procedures.				
Administers the daily operation of employee relations programs for a large school/division. Meets with concerned parties to discuss employee complaints, work-related problems and/or issues. Conducts preliminary investigations of employment-related complaints for faculty, students and/or staff in conjunction with the university's Employee Relations Office to meet university and regulatory requirements. Performs preliminary analysis and comprehensive evaluation of findings for each reported employment complaint. Performs trend analyses and evaluation of findings regarding all employee complaints, work-related problems and/or issues for school/division on a regular basis, as requested. Makes recommendations to Human Resources Director regarding the best course of action for effective internal resolution of employment related complaints, issues and problems.				
Collaborates with school/division hiring administrators, directors, managers and supervisors for projecting current and future staffing needs, recruitment, job offers, hiring of faculty, staff and/or students and on-boarding. Consults with Compensation Office on determining an appropriate job description for staff positions. Collaborates with school/division management and Employee Recruitment Services regarding hiring strategy, recruitment, sourcing, advertising and development of job profiles, etc. Reviews and evaluates applicant's work history, education, training and other qualifications for positions. Initiates phone screening of candidates, as needed. Interviews and recommends to hiring				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
managers placement of prospective employees from both internal and external sources. Determines best avenue in recruiting (e.g., advertising, direct contact, employee referrals, research organizations, job fairs, internet, employment agencies, newspapers, journals). Notifies applicants of consideration or rejection. Conducts exit interviews, as appropriate.				
Coordinates programs and services in consultation with appropriate central personnel offices. Interacts with central personnel offices for collaboration purposes, advice and/or to provide school/division research and background information to facilitate administration and delivery of services.				
Assists central personnel offices with identification of training needs for faculty, staff and/or students as reflected by problems, issues, situations or complaint trends. Participates with development of programs to meet staff training requirements. Assists in the review and analysis of training needs of faculty, staff and/or students to determine the most effective types of training programs needed and the best methodology and approaches to incorporate in programs. Conducts training sessions and workshops, as needed.				
Documents all counseling and consultation sessions held with faculty, staff and/or students, supervisors, managers and administrators.				
Develops and maintains a personnel information system that complements the university system. Maintains school/division confidential files, as needed. Generates reports for monitoring and assisting with performing statistical and trend analyses.				
Maintains currency with, understands and ensures compliance with all university and school/division policies and procedures and with all federal, state and local laws related to employment law and human resources best practices.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.