



JOB INFORMATION

<i>Job Code:</i>	113325
<i>Job Title:</i>	Human Resources Generalist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	HD - HR/Payroll Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	8 Individual Contributor
Human Resources Generalist	

JOB SUMMARY

Serves as a human resources generalist for a school, division, or department assisting employees, managers and administrators or other human resource professionals with employment issues and human resources best practices. Coordinates and implements a variety of human resources functions for faculty, staff and students in a school, division or department, as needed. Assists with coordinating and implementing human resources, programs, policies, procedures and services. Has responsibility for assisting with various human resources functions such as workforce planning and development, recruitment, hiring, performance management, compensation administration, training and development, disciplinary actions, terminations, reorganizations, employee relations, employee records, leaves, and timekeeping.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	4 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related human resources generalist experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Working knowledge of principles and practices of human resources administration.
X		Knowledge of human resources workforce planning, recruitment, hiring, performance management, compensation administration, benefits, training and development, disciplinary actions, employee relations, equal opportunity, disability, workers compensation, organizational development and information systems.
X		Knowledge of relevant federal, state and local laws and regulations.
X		Demonstrated effective oral and written communications and excellent interpersonal skills.
	X	Human resources generalist experience in a university or similar 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 or SHRM-SCP

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as a human resources generalist for a school, division or department assisting employees and supervisors, managers and administrators or other human resource professionals with employment issues and best practices. Coordinates and implements a variety of human resources functions for faculty, staff and students in a school, division or department, as needed. Assists with coordinating and implementing human resources, programs, policies, procedures, and services. Assists with carrying out activities that address issues such as workforce planning and development, employee retention, organizational design, change management and succession planning.				
Resolves basic to moderately complex employment issues or requests regarding matters related to human resources areas.				
Assists management with implementing recruiting strategies to meet current or anticipated staffing needs, as requested. Collaborates with HR Partners and managers/supervisors regarding hiring processes, increasing applicant pool, recruitment, sourcing, and advertising.				
Coordinates or assists with coordinating recruitment and placement activities for faculty, staff, students, resource, and temporary workers. Performs searches or assists with searches for qualified job candidates, using sources such as computer databases, networking, internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals. Seeks out applicants for job openings that are difficult to fill, as requested. Coordinates with or assists coordinating with outside staffing agencies to secure temporary employees based on departmental needs.				
Assists managers, administrators and supervisors with hiring process. Assists with reviewing and evaluating applicants' qualifications or eligibility for positions according to job classification requirements, as needed. Interviews or assists with interviewing job applicants to obtain information (e.g., work history, training, job skills) as needed. Conducts reference checks on job applicants.				
Liaises between school, division or department HR Partners, managers, supervisors or administrators and central human resources personnel. May require some research and collection of data to provide to appropriate parties.				
Assists with the internal resolution of employee grievances. Meets with concerned parties to discuss employee complaints, work-related problems and/or issues, as requested. Provides information and assistance to the university Employee Relations Office to facilitate grievance resolution.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Advises managers and supervisors about the steps in progressive discipline and the proper treatment of employees during disciplinary proceedings. Assists with identifying and clarifying problems, evaluating potential solutions and coordinating and implementing selected solution in concert with the human resources manager/director. Assists with the termination process, outplacement counseling, and exit interviewing, as necessary.				
Assists managers and supervisors with compensation administration for faculty, staff, students, temporary or resource workers. Assists with advising on new hire salaries, pay adjustments and reclassifications and promotions, as needed. Supports the annual salary review process and serves as a liaison between managers, supervisors and administrators and the university's Compensation Office. Ensures classification and pay practices are consistent with university policy and process.				
Assists supervisors with drafting employment documents such as offer letters, disciplinary notices, etc. Assists with various notifications (e.g., disciplinary intervention).				
Provides technical assistance with human resources self-service matters (e.g., Workday system access, benefits enrollment, pay stub inquiries).				
Assists with administration of a school, division or department training program that addresses on boarding, new employee orientation (as a supplement to the university's staff orientation program), training needs assessment, management and supervisory development, skills training, on-the-job training, cross-training, measurement of training impact, as requested. Provides necessary education and materials (e.g., workshops, manuals, standardized reports) to managers, supervisors and employees, as needed.				
Explains university employment policies, procedures and employment federal and state laws, standards and regulations. Liaises between managers, supervisors and administrators and the Office of Human Resources Administration. Maintains current knowledge of and ensures compliance with federal, state and local laws, standards and regulations related to employment law and human resources best practices.				
Provides information to managers, supervisors, and administrators on best practices related to interviewing, performance appraisals and management, documentation of performance issues, and counseling techniques.				
Gathers and accurately records relevant employment related data in Workday. Ensure accuracy of data entered. Prepares and maintains employment records related to events such as hiring, termination, leaves, timekeeping, transfers, reclassifications and promotions using Workday and/or departmental human resources management database, as necessary. Maintains and updates human resources information and documentation in Workday. Ensures the confidentiality of employee records and files.				
Prepares reports for management by researching, collecting, analyzing, and summarizing employment-related data and trends, and workforce analytics. Assists with special projects, reports, or studies covering a range of issues for human resource matters (e.g., layoffs, reorganizations).				
Assists with the administration of collective bargaining agreements and/or grievance procedures, as appropriate.				
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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			Yes

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.