

**JOB INFORMATION**

Effective Date	1/18/2023
Job Code:	3360
Job Title:	Human Resources Generalist
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	
Job Family:	
Job Summary	The Human Resources Generalist performs human resource-related duties at the professional level and will be responsible for working in the following areas but not limited to; benefits administration, Family Medical Leave administration, recruitment/employment, Workman’s Compensation, payroll, and Human Capital Advancement and supports the onboarding and off-boarding process for all full-time faculty and staff.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor’s degree in Business, Human Resource Management, Management, or a related field.	Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Progressive human resources experience.	Required	
Less than 3 yrs	Experience in benefits administration, FMLA, and Workman’s Compensation, etc.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	SHRM-CP, PHR, or other Human Resources related certification.	Upon Hire	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Ability to establish and maintain effective and efficient working relationships with employees at all levels of the University.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Exemplifies the desired culture of the Human Resources Office including the ability to work effectively as a team member with employees, management and the Human Resources staff.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to complete assignments within specified deadlines accurately and efficiently.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Strong interpersonal and communication skills with a pleasant and personable demeanor.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must have a strong initiative and the ability to work independently with minimal supervision.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Strong problem-solving skills with the ability to meet competing deadlines under pressure while maintaining accuracy with a strong attention to detail.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Strong follow through on commitments, using sound judgment with the ability to recognize and handle sensitive/confidential information.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Administers Family and Medical Leave Act benefits, including the use of disability and sick leave pool benefits as they relate. Informs employees of FMLA rights and responsibilities; determines if eligible and qualified for FMLA and approves; tracks use of sick and vacation leave accruals and use of FML hours; completes ePARs to place employees on leave and to return to work; maintains accurate records and ensures the confidentiality of medical information. Coordinates unpaid leave and extended leave requests per policy. Processes Workman's Compensation claims.</li> </ul>	40%
<ul style="list-style-type: none"> <li>Provides employment support for all non-exempt searches including posting vacancies, reviewing applications, and referring applicants to hiring departments. Coordinates search paperwork including screening/interviewing documentation; reviews all support staff search documentation upon completion of search; closes search files documenting search activity. Reviews recommended hires for support staff searches. Makes approved job offers and coordinates salary negotiations as needed. Processes all employment/salary, prior state service verifications from outside entities. Aligns duties and tasks of all employees with University level and Divisional Strategic Objectives and Initiatives.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Works collaboratively and supports the Manager, Human Capital Advancement with projects including but not limited to; leadership training, new employee orientation, and LinkedIn Learning.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Processes tuition reimbursement, college release and fitness release time programs including approving applications, maintaining electronic tracking, and processing additional pay ePARs as needed.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Performs other related duties as assigned including development and reporting of all relevant metrics associated with the Divisional and University Strategic Plan.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description