

AgriLife Classification Description

Last Updated: 4/17/02

0816
SENIOR HUMAN RESOURCES TECHNICIAN
11/01/01

SUMMARY

General Description: Performs highly responsible and varied administrative and technical human resources duties or specialized activities and/or supervises a group of human resources support staff employees within a specific organizational unit.

DUTIES

Typical: Assists human resources manager or other administrative superior in planning, developing, and implementing human resources policies and procedures; reviews and acts upon or recommends action on requests for various human resources actions ensuring conformity with university, state, and federal regulations; supervises support staff engaged in the maintenance of human resources records and processing of human resources actions; trains new employees in the Human Resources Department and evaluates progress; supervises the administrative processing of new hires and terminating employees; studies personnel needs and problems and recommends action; may administer a procedure for processing employee grievances and their resolution; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.
Given: General instruction and frequent review to office and other support staff.

EDUCATION

Required: Associate degree in management, business administration, or any equivalent combination of training and experience.
Preferred: None.

EXPERIENCE

Required: Two years as a Human Resources Technician or similar administrative supervisory role.
Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of word processing, spreadsheet, and database management programs. Ability to work as a team member in a dynamic organization. Customer service orientation. Ability to perform accurately in a detail oriented environment. Good interpersonal communication skills with the ability to organize and make decisions. Knowledge of Human Resources principles. Use of standard office equipment, microcomputers, and terminals in a mainframe environment.