

AgriLife Position Description

Last reviewed: 04/20/00

8973

SENIOR HUMAN RESOURCES REPRESENTATIVE

SUMMARY

General Description: Performs advanced professional level human resources duties of a generalist or specialized nature.

DUTIES

Typical: Reviews personnel action forms for compliance with applicable regulations and rules; reviews, analyzes and submits to supervisor recommended courses of action on various assigned projects and reports; interprets human resources policies, regulations, rules, procedures and practices for employees and administrators; develops, organizes, coordinates and conducts workshops and seminars; prepares and maintains personnel reports such as a monthly faculty vacancy report; assists in developing rules and procedures; conducts mediation sessions when requested; assists with new employee orientation as needed; assists in recruiting, staffing, interviewing and evaluating applicants for student worker positions; administers the Experiment Station Workers' Compensation Program; other essential job related duties as required.

SUPERVISION

Received: General supervision from immediate supervisor with considerable latitude for initiative and independent judgment.

Given: May supervise student workers.

EDUCATION

Required: Bachelor's degree in human resources, communications, or a related field and four years progressively responsible human resources experience.

Preferred: Masters degree in human resources, management, educational administration or a related field; human resources experience with The Texas A&M University System or with a state agency or public institution of higher education; and certification by the Society of Human Resource Management or other relevant certification.