

AgriLife Position Description

9437
HUMAN RESOURCES REPRESENTATIVE
07/20/99

SUMMARY

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

DUTIES

Typical: Performs a diverse range of duties that may include those listed in this section or some combination thereof. Develops and edits Experiment Station rules and procedures in accordance with System policies and regulations and/or the state=s Legislative Appropriations Act; researches applicable System and Experiment Station policies and other relevant sources to answer administrator/employee questions; prepares employee job descriptions and conducts job evaluations; assists in the conduct of salary and wage surveys; administers programs such as Unemployment Compensation Insurance, Sick Leave Pool for employees, Research Apprenticeship Program; assists with training activities to include coordination of location, agenda, notifications, visual aids, televised programs, etc.; uses personal computer to prepare reports, graphics, and memoranda; conducts new employee orientations; other essential job related duties as required.

SUPERVISION

Received: General supervision from immediate supervisor with 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 one year experience in entry-level position as a human resources generalist, or an equivalent combination of training and experience. .

Preferred: Associate degree or Bachelors 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.

EXPERIENCE

Required: Some experience in general office, accounting or personnel operations

KNOWLEDGE, ABILITIES AND SKILLS

Required: Use of personal computer and other standard office equipment.