



**University of Texas at El Paso
Job Description**

Job Code: 9516
Job Title: Human Resources Representative I
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Under limited supervision, performs Human Resources related duties at the professional level and carries out responsibilities in some or all of the following functional areas: employee relations, benefits administration, training, employment, and compensation.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Participates in developing goals, objectives, and systems; administers various human resources plans and procedures, assists in the development and implementation of personnel policies and procedures; prepares and maintains policies and procedures manuals.

Assists in the evaluation of reports, decisions, and results of department in relation to established goals; recommends new approaches, policies, and procedures to effect continual improvement in efficiency of department and services provided.

Conducts recruitment efforts for all exempt and non-exempt personnel; develops recruitment programs to attract applicants and to fill specific job openings; performs reference checks on applicants upon request.

Reviews and approves employment requisition for posting; writes and places job advertising in various media; conducts new employee orientations; insures that employees have proper documentation for eligibility to work in the U.S. and identification information; tracks applicant pool for compliance purposes; develops and coordinates internal job posting program and writes job postings.

Provides information about the organization and job opportunities to potential applicants; coordinates participation in, sets up display, and works at job fairs.

Administers compensation program; writes job descriptions or reviews and edits job descriptions written by others; confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills.

Coordinates communications with applicants; generates offer letter and regret letters for candidates; reviews and approves appointments in HRIS database; processes temporary hire requests and participates in ad hoc projects.

Administers various employee benefit programs, such as group insurance, life, medical and dental, accident and disability, pensions, investments, and savings; provides benefit orientations and enrollment sessions; presents overview of new and existing plan information during annual enrollment; prepares and sets up meeting designed to help employees obtain information and understand company benefits and other related incentive programs; creates and revises existing benefits forms, letters, and policies.

Enrolls new employees in benefit plans and assists employees in calculating cost of optional coverage; assists employees in filing health, dental, life, and all other related and deferred benefit claims; processes status changes and reviews claims; processes and maintains status reports in a timely and accurate manner; performs data entry of benefit and retirement information; assembles various benefits packages; issues annual individual summary of benefits to employees; conducts the clearance process for employees separating their employment.

Maintains vendor contact to investigate discrepancies and provide information in non-routine situations; provides vendors appropriate documentation for life, pension, and disability benefits claims.

Responds to inquires from various Federal and State governmental agencies relating to employee benefits ;performs data match to



provide information to the Social Security Administration.

Participates in administrative staff meetings, other meetings and seminars, and annual campus functions such as retirement, convocation, and health fairs.

Keeps abreast of law changes through UT System.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand and walk. The employee must regularly sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must lift and move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.