**Human Resources Specialist IV Standard Job Description**

**Classification Title:** Human Resources Specialist IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $76,976

**Job Description Summary:**

The Human Resources Specialist IV, under direction, performs complex and specialized human resources duties. Assists management with coordinating, implementing, and administering human resources functions. Coordinates, compiles, and prepares reports and documents related to human resources activities. Advises staff on issues, rules, policies, regulations, and standard administrative procedures related to human resources management. Advises management on the administration of operating plans and policies for human resource activities. Conducts audits of human resources activities to ensure compliance with policies and procedures.

**Essential Duties and Tasks:**

**50% Human Resources Functions**

* Assists management with coordinating, implementing and administering human resources functions.
* Primary duties include the exercise of discretion and independent judgment with respect to matters of significance.
* Serves as a subject matter expert in a specialized human resources function.
* Performs complex and specialized human resource duties.
* Provides specialized HR training.
* Creates and updates training material.
* Reviews and approves actions in the HRIS System or related systems. Resolves and troubleshoots complex issues.
* Researches and completes various complex projects, as requested by the HR Management.

**35% Guidance and Compliance**

* Assists supervisors and employees with HR-related questions.
* Provides guidance to departments regarding HR practices, compliance, laws, regulations, and ethics.
* Effectively communicates HR programs, practices, and policies to employees.
* Ensures compliance with state and federal laws and regulations.
* Advises staff on issues, rules, policies, regulations, and standard administrative procedures related to human resources management.
* Conducts audits of human resources activities to ensure compliance with policies and procedures.
* Advises management on the administration of operating plans and policies for human resource activities.
* Works with international services, faculty affairs, student employment, graduate professional school, research, payroll and tax on complex questions and requests.

**10% Reports**

* Coordinates, compiles, and prepares reports and documents related to human resources activities.
* Completes human resources-related surveys and questionnaires.
* Coordinates the collection of survey, results and the dissemination of surveys.
* Coordinates studies regarding human resources needs and problems and recommends actions.
* Assists in planning, developing, revising, and implementing human resources policies, procedures, and forms.

**5% Training and Logistical Support**

* May oversee and/or coordinate the planning and logistical support for specialized HR events and programs.
* May cross train on specialized human resource functions in an assigned area, such as benefits, classification and compensation, employee relations, immigration, leave, onboarding, payroll, performance evaluation/management, organization development, recognition/rewards, recruitment, and workers’ compensation.
* Attends human resources trainings and/or informational meetings.
* May mentor and assist the team lead with supervision of assigned staff.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Seven years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to effectively communicate orally and in writing.
* Strong interpersonal and organizational skills.
* Ability to positively and professionally interact with clients, staff, and groups of various sizes.
* Knowledge of HR concepts, principles, and practices.

**Machines and Equipment:**

* Computer: 35 hours.
* Telephone: 3 hours.

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**