**Human Resources Administrator I Standard Job Description**

**Classification Title:** Human Resources Administrator I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $72,217

**Job Description Summary:**

The Human Resources Administrator I, under direction, serves as a subject matter expert and a team lead over a specific function in an assigned unit. Is responsible for the workflow of a specific function in an assigned unit. Administers human resources activities. Serves as a backup on managing and leading a human resources unit. May recruit, hire, train, supervise, evaluate performance, and develop professional development plans for assigned staff.

**Essential Duties and Tasks:**

**35% Human Resources Administration and Compliance**

* Serves as a subject matter expert and a team lead over a specific function in an assigned unit.
* Provides guidance to departments and management regarding HR practices, compliance, laws, regulations, and ethics.
* Ensures compliance with state and federal laws and regulations.
* Oversees and/or prepares reports and documents related to human resources activities related to a specific function in an assigned unit.
* Oversees and approves actions in the HRIS System or related systems; resolves and troubleshoots complex issues related to a specific function in an assigned unit.

**25% Strategic Planning and Development**

* Provides input to the strategic plans for the human resources unit.
* Assists in developing schedules, priorities, and standards for achieving goals.
* Develops and revises guidelines, policies, procedures, and rules.
* Advises management on the administration of operating plans and policies for human resource activities.
* Researches and completes various projects, as requested by the HR Leadership and HR Management.

**20% Training and Supervision**

* Oversees and/or provides specialized training; assists in reviewing and overseeing the development and revisions made to training materials.
* Trains, supervises, and evaluates performance of assigned staff.
* Develops professional development plans for assigned staff.
* Assists in training new staff and provides ongoing training and professional development for current staff.
* Presents at staff training sessions and team meetings when needed.
* Assists in teaching training classes.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

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

**Required Licenses and Certifications:**

* None

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

* Ability to work independently with minimal supervision.
* Ability to exercise independent judgment.
* Ability to multitask and work cooperatively with others.
* Excellent written communication, analytical, interpersonal, customer service, and organizational skills.
* Knowledge of word processing, spreadsheet, and presentation applications.
* Working knowledge of HR concepts, principles, and practices.
* Working knowledge of Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and Americans with Disabilities Act (ADA).
* Knowledge of process analysis, routine troubleshooting, and client relations.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 2 hours
* Copier: 1 hour

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* May be required to work evenings and weekends as necessary.

**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**