

Position Description - Unclassified

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Status:

Position Title		Position Number
HR Data Coordinator		E99907
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 Mos.	07/01 – 06/30	Human Resources
Position Type (FT/PT)	FLSA	
FT	Exempt	
Reports to	Reports to Position Number	
Associate Director HR	E99864	
Incumbent	University ID #	
TBD	TBD	

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The mission of Human Resources is to develop, implement, and administer a wide range of programs within guidelines provided by the State of Oregon, the Oregon Public Universities and the University Administration. These programs will assure the best use of, and service to, the institution's current and future workforce. Human Resources supports the institution's goals by providing the best possible services in the areas of personnel, payroll, and benefits.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The purpose of this position is to accurately input all employee related data onto Banner, including but not limited to an employee's personnel information, hire and termination dates, and salary eligibility dates. This position will also be responsible for coordinating student payroll each month, which consists of communicating with departments on deadlines, compiling received payroll rosters, and ensuring data validity on the student payroll roster prior to the start of payroll.</p> <p>The employee will aid in the university's commitments to diversity, equity, and inclusion and well as striving toward becoming a Hispanic Serving Institution. The employee will deal with interruptions on a continual basis and must possess skills to work with a variety of individuals and situations. This position will work with units to ensure their objectives align with the universities strategic plan.</p>

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
75%	<p>Data Entry</p> <ul style="list-style-type: none"> • Receive and enter all Name & Address Changes Processing in PEBB and PERS Systems • Entry for PEAEMPL, PPAIDEN, PEAREVW, PEAFACT and SIAINST for all new hires and students • Run weekly/monthly reports to ensure integrity of data, making updates where necessary • Assist with data updates for implementation on Bargaining agreements
15%	<p>Student Payroll</p> <ul style="list-style-type: none"> • Responsible for receiving, tracking, and merging departmental student payroll rosters, verifying accuracy of account and index codes, and working with the Payroll Manager to complete roster load and reconciliation. • Coordinates with front office staff to receive necessary paperwork from students for timely payments • Receives and processes all student roster types (35-Day Rule, Final Roster, Redistribution) in timely and accurate manner. • Makes decisions and create student manual checks to be printed in compliance with current laws and rules (ex. 35-day law per BOLI). Requires knowledge of policies and procedures regarding accurate payment, date and amount for determination when a manual check is required.
5%	<p>Office Support</p> <ul style="list-style-type: none"> • Serves as a back-up to Benefit Coordinator in entering new employee benefits, mid-year change • Serves as back-up to reconciliation on monthly PERS records, including entering DTLIs and terminations when needed • Provides back-up to Office Manager for walk-ins, HR email, and phone calls • Serves as back-up for Verifications of Employment
5%	<p>Other</p> <ul style="list-style-type: none"> • Other duties as assigned

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- A Bachelor's Degree or equivalent
- Five years of progressive experience in office administration
- Office management experience
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Professionalism in communication
- Must be proficient with MS Word, Excel spreadsheets, and Adobe.
- Must be detail-oriented
- Must be able to work with set deadlines and set priorities
- Must be able to exercise initiative and judgment to accomplish assignments under general supervision.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Bachelor's Degree in Human Resources or related field
- Prior experience in working in a post-secondary setting
- Experience working in a Human Resources office or other confidential setting
- Bilingual, especially Spanish or ASL
- SHRM or HRCI Certification
- Experience with BANNER and web-based applications preferred.
- Experience with WordPress

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- USSE Policies and Procedures
- WOU Policies and Procedures
- State of Oregon rules and regulations
- Federal employment rules and regulations.
- WOU's Affirmative Action and Discrimination Policies

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
<input type="checkbox"/>	Delegated authority to monitor budget	\$
<input checked="" type="checkbox"/>	Limited approval authority for purchase	\$5000
<input type="checkbox"/>	Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.		
<input type="checkbox"/>	Hire	Assign Work
<input type="checkbox"/>	Transfer	Recommend salary adjustments
<input type="checkbox"/>	Discipline	Approve requests (i.e. leave)
<input type="checkbox"/>	Dismiss	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	Conduct performance assessments
<input type="checkbox"/>	Promote	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
Student Employees (average per term)		
Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

Additional Information:

List any additional information that would help describe the nature of the position.
<ul style="list-style-type: none"> • Due to the nature of this office, a high level of confidentiality is essential • Willingness to be flexible in work arrangement when needed

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		