

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 Generalist, Substitute System		E 99922
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	07/01–06/30	Human Resources
Position Type	FLSA	
Part-Time (.50 FTE)	Exempt	
Reports to	Reports to Position Number	
Associate Director, HR	E99864	
Incumbent	University ID #	

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 partner with campus to help create and promote a human-centered organizational culture anchored in diversity, equity, inclusion, and respect.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>This is a grant-funded position responsible for coordinating the employment and hiring program and entering employees job records into Banner HRIS for all hourly substitute teachers and caregivers that are hired under the Substitute System grant housed in The Research Institute (“TRI”). This position communicates a variety of information to applicants, new employees, and existing staff paid via the Substitute System grant. They are responsible for contacting TRI as new applicants apply, creating and posting job announcements, advertising open positions, screening and tracking applicants, and completion of background checks. This position is also responsible for processing and record keeping functions regarding salary set-up for hourly substitute teachers and caregivers in Banner (HRIS).</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
60% (E)	<p>RECRUITMENT</p> <ul style="list-style-type: none"> • Ensure position descriptions are updated • Create position announcements • Coordinates posting of job ads, internally and externally • Research best ways to recruit and maintain hourly substitute teachers and caregivers across Oregon • Maintain on-going list of websites/venues to post job announcements • Review applications for completeness; analyze application material to determine if candidates meet minimum qualifications • Set-up application site for online applications • Assist in the set-up and testing of PeopleAdmin • Process background checks, communicate background checks to applicable TRI staff • Assist with creating offer letters • Maintain spreadsheets that tracks applicants and EEO tracking
30% (E)	<p>JOB RECORD CREATION (HRIS)</p> <ul style="list-style-type: none"> • Enter each hired substitute teacher and caregiver into NBAJOBS. • Ensure that the wages entered in NBAJOBS meet state, local, and federal requirements • Terminate employment record upon termination • Maintain a schema for entering job records in NBAJOBS
5% (E)	<p>BACK-UP</p> <ul style="list-style-type: none"> • Serve as back-up to other HR Generalist for Substitute Services grant. Includes processing of new hire paperwork, data entry into Banner pages (PPAIDEN, PEAEMPL, PDADEDN, etc.), ensuring that roster of hours is ready for payroll and in the correct format, and organizing hiring events.
5% (E)	<p>OTHER DUTIES AS ASSIGNED</p>

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.

Bachelor's Degree
2-3 years in office setting

C. Preferred Qualifications

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

Experience in human resources office.
Multilingual (Spanish, Mandarin, Russian, Vietnamese)
Experience with BANNER
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 type="checkbox"/>	Limited approval authority for purchase	\$
<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
<input type="checkbox"/> Teaching faculty		
<input type="checkbox"/> Classified staff		
<input type="checkbox"/> Unclassified staff		
<input type="checkbox"/> Student Employees (average per term)		
<input type="checkbox"/> 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.
Due to the nature of this office, a high level of confidentiality is essential

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		

