

HOWARD UNIVERSITY
Position Description

POSITION TITLE: HR Technician **SALARY GRADE:** HU-09
DATE REVISED: December 1, 2014 **EEO CODE:** 05
JOB CODE: 2621 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. Compile and type reports from employment records. File employment records. Search employee files and furnish information to authorized persons.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students and staff. External contacts may include vendors, consultants and the general public.

PRINCIPAL ACCOUNTABILITIES: Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.

Explain company personnel policies, benefits, and procedures to employees or job applicants.

Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.

Gather personnel records from other departments or employees.

Examine employee files to answer inquiries and provide information for personnel actions.

Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.

Compile and prepare reports and documents pertaining to personnel activities.

Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability.

Process and review employment applications to evaluate qualifications or eligibility of applicants.

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Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.

Perform other job-related duties as assigned.

CORE COMPETENCIES: Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Ability to exercise discretion and ensure a high-level of confidentiality.

Ability to communicate effectively orally and in writing with a diverse population.

Ability to establish and maintain effective harmonious work relations with faculty, staff, students and the general public.

MINIMUM REQUIREMENTS: High School diploma or GED and 2-4 years of general work experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management

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