



## Savannah State University Position Description – Human Resources Specialist

### ***POSITION DESCRIPTION***

Position Title: Human Resources Specialist FLSA Status: Non-exempt  
Reports to: Director of Human Resources  
Department: Office of Human Resources  
Date Prepared: June, 2008

### ***BASIC FUNCTION***

Performs responsible technical work in the administration of applicant tracking, leave reporting, records retention, student employment and classified staff evaluations. Knowledge of human resource policies and procedures is preferred.

### ***NATURE & SCOPE***

Reporting to the Director of Human Resources, this position supports the Office of Human Resources by providing a variety of administrative support and technical functions associated with employment programs and customer services.

### ***PRINCIPAL ACCOUNTABILITIES***

- Maintains employee records system covering personal data, performance evaluations, disciplinary actions and other related information; examines personnel records to answer inquiries and provide information to authorized persons.
- Assists in conducting new employee orientations to explain applicable employment programs and complete required enrollment forms and related paperwork.
- Screens calls, schedules appointments and routes incoming mail. Oversee and maintain inventory equipment and supplies as well as handle the requisition of new materials and equipment.
- Prepares periodic operational reports as assigned.
- Assists with calculating and recording changes in compensation such as salary adjustments, hours worked, leave taken, separation payouts; assists with answering compensation and payroll-related questions from employees.
- Attends conferences, meetings and other training opportunities to keep abreast of current trends in the profession.
- Performs other duties as assigned.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires two years of college or vocational/technical school, supplemented by previous office/clerical experience; strong organizational skills; strong writing and communications skills; computer literate in Micro-soft Office suite, including Word, Excel and PowerPoint.