

The University of Texas at San Antonio

Job Description

Job Title: Human Resources Technician I
Code: 19590
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Human Resources
Reports To: In accordance to departmental policies

Summary

- Function: To provide responsible assistance involving a specialized knowledge of human resources procedures, practices, and policies.
- Scope: Responsible for performing a variety of duties in the functional areas of Human Resources.

Duties

- Typical:
 1. Prepare and maintain employee files to include entering and maintaining database for automated personnel files. Prepare and update group insurance premiums and coverage for related reports. Assist in preparation of required employment reports.
 2. Assist in processing of paperwork for terminating employees including separation and clearance forms. Interact with personnel within functional Human Resource areas.
 3. Review, prioritize and assign troubleshooting calls to appropriate technical staff.
 4. Respond to basic employee questions concerning basic benefits, HR policy and related University requirements.
 5. Perform other duties as assigned.
- Periodic:
 1. Assist in review of employee records for accuracy and completeness.
 2. Participate in assigned special projects.

Education

Required	Preferred
High School Diploma or GED.	Associates degree with field of study in business administration, or general human resources, or medical science.

Other Requirements

Required	Preferred
Knowledge of Excel and Word.	Working knowledge of DEFINE.
Tact, diplomacy, and discretion required in all matters.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of administrative or human resources support experience.	Two years administrative or human resources experience in support of employee benefit programs, payroll, or employment activities functions.

Equipment

Required	Possible
Personal computer and other standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	N/A

Supervision

Received	Given
General direction from immediate supervisor.	Oversee assigned student staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.