

## Human Resources Specialist

The Human Resources Specialist is responsible for performing human resources related activities including, but not limited to, maintaining assigned areas' database, interpreting university, state, and federal laws and policies, and maintaining ongoing communication with employees.

### **Duties and Responsibilities:**

- Provides guidance to supervisors and timekeepers responsible for managing leave in compliance with applicable policies; receives and assigns leave plan to new employees in system; receives, reviews, inputs, and maintains leave information in the system and files; verifies leave balances with department timekeepers and assists supervisors and employees with leave accrual, usage and other concerns; and generates various reports as required or requested.
- Performs FMLA duties and responsibilities; receives requests and verifies information; provides forms to employees and assistance with completion of the same; and maintains files and information in system. Verifies and monitors time used by employee during the 12 month period.
- Coordinates Catastrophic Leave activities with the committee; verifies employee eligibility, interprets policies and procedures; receives approved requests and maintains files and information in system.
- Coordinates the University's Arkansas State Vehicle Safety program; receives new employees SVS (State Vehicle Safety) forms and submits information online through the SVS System) of the Information Network of Arkansas; monitors reports from the State on violators and notifies appropriate officials of any employees with suspended driving privileges.
- Counsels employees on issues in assigned area; prepares spreadsheets and databases to track employee related information relating to areas of assignment as needed or requested; provides basic training to educate personnel on new policies, and procedures in areas of assignment. Scans and maintains files related to areas of assignment.
- Performs other duties as required or assigned.

### **Minimum Qualifications:**

Education equivalent of a high school diploma, plus three years of human resources related experience. Must have knowledge of the principles and practices of human resources; must have ability to prepare, present, and review oral and written information and documents; interpret and apply state and agency/institution policies and procedures governing human resources; communicate with a diverse group of employees and analyze data and prepare reports. Must be able to work in a technological environment demonstrating proficiency in word processing, spreadsheets, and data base applications; a high degree of integrity and confidentiality required.

**Salary:** Grade 13 – State Pay Plan

**Application Process:** Submit an application, resume, and three reference letters to:

Human Resources Department  
University of Arkansas at Pine Bluff  
Mail Slot #4942  
Pine Bluff, AR 71601

Application packages may be sent to [uapbjobs@uapb.edu](mailto:uapbjobs@uapb.edu).

**Deadline for Applications:** Applications accepted until position is filled.