

WSU CLASSIFIED JOB SPECIFICATION

I. Position Information

Classification Title: **Human Resources Operations Analyst**

FLSA Status:
Non-Exempt

Classification Number: **31816**

Level: 6

II. Job Purpose

Under administrative direction, provides assistance on personnel matters; ensures that personnel transactions are conducted in accordance with Civil Service rules and appropriate policies and procedures; processes university personnel actions, contracts, stipends; analyzes and reviews information and documentation for entry into data systems and other databases according to established procedures. Serves as point of contact for employees, supervisors, managers, and applicants with questions regarding personnel/payroll procedures and rules; processes personnel-related documents, and performs related duties as required.

III. Essential Functions: (Essential functions are the duties and responsibilities of the job that involve the fundamental nature of the job, occupy a large proportion of the employee's time or required specialized expertise. Other duties not listed as essential functions may be assigned).

- Acts as liaison between the department of Human Resources and other university units in facilitating human resources actions. Analyzes and processes Personnel Action Forms and various contracts/forms for new appointments, promotions, separations, personnel data changes, leaves of absence, etc. for classified and unclassified staff, and faculty members. Identifies, analyzes, and resolves problems/issues independently; establishes priority of work tasks and ensures appropriate adherence to established deadlines. Accurately monitors and corrects information to ensure data integrity. Responsible for creating and maintaining personnel files/records.
- Responds to requests, answers questions, and counsels employees, departments and outside agencies on university policies and procedures.
- Reviews information provided to employees; coordinates and participates as a presenter in employee orientation sessions; verifies I-9 information, independently corresponds with external sources regarding prior State service, sick leave balances, STRS and OPERS information, etc. Processes employee benefits (both enrollment and invoices). Receives benefit enrollment forms (health, life, flexible spending), checks for accuracy and completeness and processes. Receives and deposits monies from employees for

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benefit coverage, reconciles and pay invoices for university's health, life, long-term disability, COBRA, and flexible spending benefits.

- Provides technical support, training and direction to department users and approvers related to HR processes.
- Answers questions and resolves issues related to human resource topics (e.g., employment, employee relations, compensation, benefits, etc.). Explains university and human resources services policies and procedures, laws, and collective bargaining agreements to departments and employees.
- Facilitates New Employee Orientation Programs, makes presentations about various HR topics to departments upon request.

IV. Minimum Qualifications Required:

A high school diploma or GED and six years of (FT) related work experience **OR**, two years of post-secondary education and three years of (FT) related work experience **OR**, a bachelor's degree and two years of (FT) related work experience; excellent interpersonal and verbal/communication skills; ability to calculate basic math; thorough knowledge and skills to utilize current office equipment and a variety of complex software packages; working knowledge of additional software.

V. Testing/Examinations Required:

None

VI. Certifications or Licensures Required:

None

VII. Series: 31800

Effective Date

June 1, 2010