

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Human Resources Representative*

**I. JOB INFORMATION**

**Job Title:** Human Resources Representative (CS 05)

**Job Class:** 31814                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under administrative direction provides functional support to employees and departments in regards to personnel records, employee benefits, and university policies.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Processes forms and employment agreements, checks data for accuracy and appropriateness, and inputs information into Banner. Gathers data for charts and reports.
- Answers inquiries concerning university functions, requiring some interpretation of laws, rules and regulations.
- Organizes, develops, and implements procedures for recording and processing various administrative forms and reports.
- Responds to requests, answers questions, and counsels employees, departments and outside agencies.
- Processes employee benefits (both enrollment and invoices). Receives benefit enrollment forms (health, life, flexible spending), checks for accuracy and completeness, and inputs the information into Banner.
- May receive and deposit monies from employees for benefit coverage.
- Facilitates New Employee Orientation Programs, makes presentations about various HR topics to departments upon request.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

**VIII. JOB SERIES**

31800

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*