

Wright State University
CLASSIFIED JOB SPECIFICATION
Human Resources Operations Analyst

I. JOB INFORMATION

Job Title: Human Resources Operations Analyst (CS 17)

Job Class: 31816

FLSA Status: Non-Exempt

II. JOB SUMMARY

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. PRIMARY DUTIES AND RESPONSIBILITIES

- 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, personn
- 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
- 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 agreemen
- 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

A high school diploma or GED and five years (FT) of related work experience OR, two years of post-secondary education and 2.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 1.5 years (FT) of related work experience.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

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.