### Position Description

<table>
<thead>
<tr>
<th>Requisition Number:</th>
<th>03023495</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number:</td>
<td>02023689</td>
</tr>
<tr>
<td>Dept:</td>
<td>VP - INFO &amp; EDUCATIONAL TECH - 061425</td>
</tr>
<tr>
<td>Position:</td>
<td>HR GENERALIST</td>
</tr>
<tr>
<td>Approved Payroll Title Code:</td>
<td>7595</td>
</tr>
<tr>
<td>Approved Payroll Title:</td>
<td>HR GENERALIST 2</td>
</tr>
<tr>
<td>Approved MSP Salary Grade:</td>
<td></td>
</tr>
<tr>
<td>Approved PSS Salary Grade:</td>
<td>PSS20</td>
</tr>
</tbody>
</table>

### POSITION DETAILS

**Job Summary:**
Under general supervision of the Human Resources Manager, provide administrative, project and analytical support for the recruitment process. Provide guidance to department as it relates to human resources and administrative policy and contracts. Support and/or serve on recruitment committees. Coordinate and assist with various consolidated human resources activities and functions for the IET operating units.

**Campus Job Scope:**

**Department Specific Job Scope:**

**Positions Supervised:**
N/A

**Essential Responsibilities:**

- **45% RECRUITMENT**
  - Provide administrative and analytical support for the recruitment process for staff and student personnel including review and analysis of recruitment plans, interim and final recruitment reports and appointment packets, ensuring compliance with campus and university policies.
  - Conduct telephone interviews and reference checks for candidates.
  - Liaison with central HR to resolve issues relating to staff recruitment actions/requests as needed.
  - Review and analyze incoming classifications requests to ensure they are complete; collect missing or incomplete materials/information. Liaison with SSO and Central HR to resolve issues relating to staff personnel actions/requests.
  - Provide guidance on policies, procedures and best practices for department heads & supervisors providing recruitment training when appropriate.
  - Provide guidance to managers & staff on the development of position descriptions and recruitment plans, as needed.
Assist supervisors with all aspects of student recruitments, processing transactions and hires.

Serve on recruitment committees as necessary.

Professionally coordinates the integrated calendar system, independently commits to setting up meetings & interviews, strategically considers other participants based on the issues, compiles pertinent info, ensures all meeting materials are electronically accessible and interview materials are printed and prepared ahead of the meeting times.

45% HUMAN RESOURCES ADMINISTRATION
Review and apply HR policies, contracts, procedures and best practices to human resource issues.

Provide consultation to supervisors regarding general human resources issues, policies and procedures for salary analysis & administration, training & development, payroll, benefits, onboarding, separations, student employment and employee relations.

In concert with IET HR, analyze problems, recommend solutions and refer employees to appropriate specialty services as needed.

Prepare responses to routine/non-routine inquiries on behalf of IET HR.

Work with department and Shared Service Organization (SSO) for on-boarding of new employees and off-boarding of separating employees.

Maintain digital personnel files.

In collaboration with HR Team, evaluate existing human resources processes and review for efficiencies and improvement. Develop standardized methodologies for determining best practices and maintain internal processes.

Research, compile, analyze and draft reports and documents.

Coordinate ergonomics evaluations, including conducting tier 1 evaluations for employees at their workstations in the office and referrals to central departments as needed. Maintain ergonomic files.

10% DEPARTMENT ADMINISTRATION & OTHER DUTIES
Provides support to HR Manager for HR and Department special projects.

Provide high level coordination/support for special events, retreats, workshops, seminars, and meetings.

| Physical Demands: | Sit and type on a keyboard at a computer for extended periods of time. |
| Move or lift boxes weighing up to 30 lbs., move tables for events. |
| Work Environment: | Maintain a work schedule during the core business hours and provide additional work time as needed to meet project deadlines or operational needs on short notice. |
| Work in an open office area with constant traffic, interruption, and noise from office equipment, telephone conversations, and computer printers. |
| Restricted vacation during peak periods. Work occasional varied lunch hours. |
| Travel between campus and off-campus locations. |
| Adhere to workplace safety practices, read information communicated about |
workplace safety, complete required safety training on time, and report any workplace safety issues promptly to their supervisor or the designated safety coordinator.

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity check.

UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

**Background Check:** Yes

**QUALIFICATIONS**

**Minimum Qualifications:**

- Experience working in a human resources environment in a large, complex organization.
- Experience with human resources practices, policies and procedures.
- Experience with recruitment and selection activities, including screening and reference checks.
- Experience using web-based integrated systems (such as recruitment systems).
- Extensive experience with Microsoft Office Suite (Word, Excel, PowerPoint, Exchange/Outlook).
- Experience using interpersonal, customer service and communication skills to effectively, professionally and collaboratively convey information to a diverse clientele (faculty, staff, students and public); handle sensitive or difficult situations diplomatically, and work effectively and sensitively with individuals from diverse cultural and professional backgrounds.
- Organizational and time management skills to coordinate large volumes of work and establish priorities; to work on projects simultaneously with competing deadlines; to pay close attention to detail.
- Experience working in a customer service driven environment and customer service skills to meet customer/client expectations with an emphasis on quality, quantity and timeliness of work.
- Experience utilizing discretion in maintaining confidential information related to human resources.

**Preferred Qualifications for Selection:**

- Interpersonal, verbal and written communication skills to tactfully, clearly and effectively interact with a diverse group of individuals from diverse cultural backgrounds and perspectives to secure and/or provide information to clarify situations, provide training, resolve problems, and provide feedback.
- Experience working with UCD automated financial/personnel and recruitment systems.
- Knowledge of UC policies and procedures related to Staff Personnel.
- Familiarity with UC Davis administrative organizations, policies and procedures.
- Experience coordinating and conducting ergonomic evaluations.
Problem solving skills to define and analyze issues and to independently develop and implement solutions.

### Expectations

- Read, understand and follow the UC Davis Principles of Community.
- Strong professional ethics and accountability.
- Understand the various systems, policies, procedures and regulations that govern and guide Human Resources.
- Stay abreast of the latest developments in the human resources area.
- Handle a variety of assignments with constant interruptions.
- Work effectively and meet deadlines in a dynamic environment subject to changing priorities.
- Meet expectations, with an emphasis on quality, quantity and timeliness of work.
- Create a positive team environment for professional advancement of unit's employees.
- Anticipate issues and present information and analysis so that division's units may respond proactively to problems and opportunities.
- Actively build constructive and effective relationships with colleagues at all levels; advise and collaborate with others to develop a stronger team and enhance workplace spirit; share knowledge and resources and encourage the same of others.
- Initiate and maintain cooperative relationships with people from diverse backgrounds.
- Contribute as a team player in a respectful and professional environment.
- Provide information clearly, accurately, and succinctly for the appropriate target audience.
- Exhibit good listening skills and keep others informed.
- Maintain a strong commitment to high quality customer service.
- Exercise integrity and discretion in all matters and to protect confidential information.
- Understand and give adequate consideration to others' priorities, opinions, and concerns.
- Communicate effectively with a wide variety of administrative levels.
- Demonstrate a high degree of professionalism, tact and diplomacy to build and maintain cooperative working relations and communicate effectively with all levels of the campus community, University management and campus organizations and outside professionals.
- Manage and perform functions and meet deadlines while integrating a high level of independence to support long-range planning activities.
- Demonstrate technical skills to utilize a wide variety of computer programs and applications and ability to learn and apply new applications as they become available.