

D. Summarize specific duties added to this position and where they came from. Include position numbers if duties came from other positions.

EPAFS or student timecards

Hiring documents

Contracts

Payroll/IT access data forms

People Admin processing

Professional Development Support 7925 595.7 Tm0 g0 G(o)JITQ.00000912 0 612 792 re W215r

Digital Measures ó entering new hires, official transcripts, contracts

GA/TA hiring

New employee onboarding

III. Primary Job Duties

Document current, permanent, primary job duties. The total of all duties must equal 100%. Document the attributes of current essential functions using the detachable listing on the last page.

A. Duty: New Employee Hiring and Onboarding

40%

Brief Duty Description:

The ASC HR Specialist will manage the new hire process for theirhit.hi will include managing the process of filling vacant positions, posting jobs, responding to inquiries about job postings. Once a candidate is selected, the HR Specialist will be responsible for the onboarding process including collecting and verifying all new hire paperwork and ensuring access to necessary systems and software prior to theirhstart date.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

Regular duties include setting up system access for search committee, organizing and uploading new hire documents for posting positions, answering questions about open job postings, coordinating the interview process, creating an offer letter, notifying candidates not selected, running new hire background checks, reviewing completed background checks for final hiring decisions, providing new hire paperwork, tracking completion of required paperwork, reviewing paperwork for accuracy, entering the information into Banner, requesting system access and ensure access is setup for all employees as requested.

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

Constant check-ins are required with applicants and employees to ensure proper paperwork is completed accurately in a timely manner.

ADAAA Essential Function? Yes No
Functional Attributes: Physical B7-12 Mental 1-4, 6, Environmental Hazards
 9, 11

B. Duty: Employee Support

25%

Brief Duty Description:

Click or tap here to enter text.

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

Click or tap here to enter text.

_____ **Supervise multiple units as a 2nd level supervisor.** Total FTE in units _____
FTE of subordinate supervisors _____
Position #s [Click or tap here to enter text.](#)

_____ **Supervise multiple units as a 3rd level supervisor.** Total FTE in units _____
FTE of subordinate 2nd level supervisors _____
Position #s [Click or tap here to enter text.](#)

VII. CERTIFICATION

This document is an accurate and complete reflection of the

THIS SECTION FOR HUMAN RESOURCES ONLY

Date Received _____ Action Number _____

Document is _____ complete _____ incomplete and returned (indicate below the date and reason(s))

Individual Allocation

Optional interview was _____ not conducted _____ conducted (Job Evaluation Interview attached)

Allocation was _____ by individual _____ by panel review

Evaluator/Panel Chair Name Title Date Reviewed

FLSA Designation

Position's FLSA: _____ Non-exempt _____ Essential Services
_____ Administrative Exempt _____ Executive Exempt _____ Professional Exempt
_____ Sales Exempt _____ Computer Professional Exempt

Title Date

Pay Differentials

Pay differentials (specify):

Title Date

Working Conditions

Working conditions confirmed. _____ Yes _____ No

Explain any changes.

Title Date

Job Analysis

Job analysis completed with this review. Yes

Additional knowledge, skills, abilities and other personal characteristics identified since last Job Analysis.

***Add as many rows as needed, for each new KSAO identified**

Special Qualifications

Special qualifications beyond those in the class description/MQ? _____ Yes _____ No

List applicable special qualifications:

Certifications

Licenses

Education

Experience

Briefly describe why these special qualifications cannot be obtained through training during the probationary or trial service period.

Title

