



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Human Resources Representative

Job Code: 082

Overtime Pay: Ineligible

Primary Responsibility

This is work performing specialized support duties in human resources.

Typical Tasks

The tasks below are typical examples. They do not include all possible tasks for these functional areas.

Assists recruiters.

Coordinates and processes background checks on new hires.

Assists employees with general questions regarding benefits options and basic eligibility requirements.

Advises supervisors and employees about grievance and disciplinary procedures.

Assists in conducting salary surveys and organizational analyses.

Provides backup support to Quality Control Coordinators in Payroll and to Coordinators in Records.

Assists HRIS analysts in retrieving and compiling data and testing queries.

Assists Leave Coordinators with assessing leave requests and workers compensation claims.

Assists Trainers and OD Specialists with the creation and preparation of training materials and training assessments and questionnaires.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at

Comp@mail.UCF.edu

or call (407) 823-2771

UCF Human Resources website:

<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Human Resources Representative
Job Code: 081

Overtime Pay: Eligible

Primary Responsibility

This is work performing entry level professional tasks in human resources.

Typical Tasks

Verifies and processes vacancy announcements to post positions.
Assists job applicants.
Screens job applicants' education and experience against minimum qualifications.
Verifies and processes workers' compensation claims.
Explains benefits options available to new employees.
Verifies and processes benefits forms to activate benefits for new employees.
Verifies and processes personnel action forms to activate payroll actions.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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