



Job Specification

Job Title: Division HR Officer
BCAT Code: 422X AR
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Description

Provides administrative support, to include human resources administration, to all the departments of the division.

Job Duties/Responsibilities

- Represents division on Human Resources Advisory Committee (HRAC).
- Provides guidance and consultation to managers on all human resource aspects for the division,
- Oversees the recording, transcription, and distribution of meeting notes.
- Monitors, evaluates, and tracks performance of human resource activities.
- Researches and analyzes human resource strategies for the division.
- Prepares routine and complex reports.
- Verifies information submitted by managers.
- Manages appointment calendars
- Performs all HR related duties for the division as assigned.

Knowledge, Skills, and Abilities

- Knowledge of recruitment and human resource practices, policies, and procedures.
- Knowledge of basic computer operation and software (spreadsheets, word processors, presentations, graphic design, databases).
- Ability to multi-task, pay attention to detail, travel, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards

Bachelor's degree and four years of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.