



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 11/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Sr. HR Generalist

JOB SUMMARY

Performs responsible advanced, specialized professional and administrative support work in the day-to-day management of one or more functional areas of HR including but not limited to Recruitment, Compensation, Benefits, Title IX, Employee Relations/Compliance, Accounting and Reporting, Payroll and/or other areas requiring support within the department. This position provides high-level support. Acts as a liaison between HR and departments. Also serves as a backup to all functional areas in Human Resources. Work is performed under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager/Managers

Supervises: May supervise clerical support staff, Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Advises and communicates with departments regarding personnel procedures, rules and related personnel matters.
- Answers policy and practice questions for the functional area/areas.
- Participates in the development of policies and procedures.
- Recommends new approaches, policies and procedures to management for continual improvements in efficiency of the functional area/areas.
- Assists in the development and implementation of department goals, objectives, strategies and systems of the functional area/areas.
- Ensures accurate and timely processing of all forms, documents and requests.
- Processes and runs daily and monthly reports required for functional area/areas.

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- Ensures compliance with Federal and State laws and regulations.
- Develops and conducts workshops, presentations, new employee orientation programs to provide a positive learning and required participation.
- Serves as a back-up for all functional areas.
- Develops efficient, service oriented procedures of the functional area/areas.
- Conducts website review for accuracy of information and links.
- Tests and confirms newly installed Oracle patches for impact on functionality in system.

ADDITIONAL DUTIES

- Attends Human Resources related conferences, seminars, and training; some travel required.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Bachelor's degree in Human Resources or a related field of study preferred. PHR/SPHR certification preferred.

EXPERIENCE

Four years of progressively responsible Human Resources experience preferably in higher education.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.

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- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.