Job Title: Division HR Officer

BCAT Code: 09KX10  Effective Date: April 1, 2007
Pay Grade: G17  FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description
Provides Human Resources (HR) administrative support to all departments of the division.

Job Duties/Responsibilities
- Represents the division on the Human Resources Advisory Committee (HRAC).
- Guides and consults Managers on all HR aspects for the division.
- Oversees the recording, transcription, and distribution of meeting notes.
- Monitors, evaluates, and tracks the performance of HR activities.
- Researches and analyzes HR strategies for the division.
- Prepares routine and complex reports.
- Verifies the information submitted by the Managers.
- Manages the appointment calendars.
- Performs all HR related duties for the division as assigned.

Knowledge, Skills, and Abilities
- Knowledge of recruitment and Human Resources (HR) practices, policies, and procedures.
- Knowledge of basic computer operations and software, such as spreadsheets, word processing, presentations, graphic design, databases.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, travel, and exhibit excellent customer service.
- 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 related 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.