Georgia State University

Job Title: HR Generalist I

BCAT Code: 09TX25
Pay Grade: G12
Effective Date: 8/1/2007
Revision Date: 7/1/13; 8/28/15
FLSA Status: Non-Exempt

Job Family: Human Resources

General Description
Provides administrative support to a division, college, or department/unit within a college as it relates to human resources functions including Payroll, Benefits, Human Resources Information System (HRIS), Classification/Compensation, Employee Relations, and Recruitment.

Examples of Duties
- Provides general information to customers, staff, and faculty on HR policies and procedures
- Evaluates the nature of concern and/or request and routes to the appropriate unit
- Inputs data into HR systems related to Payroll, Benefits, HRIS, or Employee Relations
- Sorts, routes, and processes payroll documentation and forms
- Assists with preparing routine monthly, quarterly, annual HR reports
- Assists with updating and maintaining college/division HR policy and procedure manuals
- Routes paperwork to the appropriate department within Central Office HR
- Maintains employee, faculty, and student files within the department
- Serves as liaison between the customer and the HR units.
- Assists with Electronic Personnel Action Form (ePAF) flows.
- Reviews and verifies the data supplied by customers on various HR forms and documents
- Assists in resolving problems with employees’ paychecks
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of office policies and procedures, basic computer operations and software, such as spreadsheets, databases, and word processing.
- Knowledge of HR procedures, policies, and activities.
- Knowledge of basic HR laws, policies, and procedures.
- Excellent customer service, time management, organizational and communication skills.
- Ability to multi-task and pay attention to detail.

Minimum GSU Hiring Standards
Bachelor’s degree in a related field and two 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.