



D. Summarize specific duties added to this position and where they came from. Include position numbers if duties came from other positions.

EPAFS or student timecards

Hiring documents

Contracts

Payroll/IT access data forms

People Admin processing

Professional Development Support 7925 595.7 Tm0 g0 G(o)JITQ.00000912 0 612 792 re W215r

Digital Measures ó entering new hires, official transcripts, contracts

GA/TA hiring

New employee onboarding

### III. Primary Job Duties

Document current, permanent, primary job duties. The total of all duties must equal 100%. Document the attributes of current essential functions using the detachable listing on the last page.

#### **A. Duty: New Employee Hiring and Onboarding**

**40%**

Brief Duty Description:

The ASC HR Specialist will manage the new hire process for theirhit.hi will include managing the process of filling vacant positions, posting jobs, responding to inquiries about job postings. Once a candidate is selected, the HR Specialist will be responsible for the onboarding process including collecting and verifying all new hire paperwork and ensuring access to necessary systems and software prior to theirhstart date.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

Regular duties include setting up system access for search committee, organizing and uploading new hire documents for posting positions, answering questions about open job postings, coordinating the interview process, creating an offer letter, notifying candidates not selected, running new hire background checks, reviewing completed background checks for final hiring decisions, providing new hire paperwork, tracking completion of required paperwork, reviewing paperwork for accuracy, entering the information into Banner, requesting system access and ensure access is setup for all employees as requested.

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

Constant check-ins are required with applicants and employees to ensure proper paperwork is completed accurately in a timely manner.

ADAAA Essential Function?  Yes  No  
Functional Attributes: Physical  B7-12  Mental  1-4, 6,  Environmental  Hazards   
  9, 11

#### **B. Duty: Employee Support**

**25%**

Brief Duty Description:

Click or tap here to enter text.

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

Click or tap here to enter text.

\_\_\_\_\_ **Supervise multiple units as a 2<sup>nd</sup> level supervisor.** Total FTE in units \_\_\_\_\_  
# FTE of subordinate supervisors \_\_\_\_\_  
Position #s [Click or tap here to enter text.](#)

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\_\_\_\_\_ **Supervise multiple units as a 3<sup>rd</sup> level supervisor.** Total FTE in units \_\_\_\_\_  
# FTE of subordinate 2<sup>nd</sup> level supervisors \_\_\_\_\_  
Position #s [Click or tap here to enter text.](#)

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## **VII. CERTIFICATION**

This document is an accurate and complete reflection of the

**THIS SECTION FOR HUMAN RESOURCES ONLY**

Date Received \_\_\_\_\_ Action Number \_\_\_\_\_

Document is \_\_\_\_\_ complete \_\_\_\_\_ incomplete and returned (indicate below the date and reason(s))

**Individual Allocation**

Optional interview was \_\_\_\_\_ not conducted \_\_\_\_\_ conducted (Job Evaluation Interview attached)

Allocation was \_\_\_\_\_ by individual \_\_\_\_\_ by panel review

Evaluator/Panel Chair Name Title Date Reviewed

**FLSA Designation**

Position's FLSA: \_\_\_\_\_ Non-exempt \_\_\_\_\_ Essential Services  
\_\_\_\_\_ Administrative Exempt \_\_\_\_\_ Executive Exempt \_\_\_\_\_ Professional Exempt  
\_\_\_\_\_ Sales Exempt \_\_\_\_\_ Computer Professional Exempt

Title Date

**Pay Differentials**

Pay differentials (specify):

Title Date

**Working Conditions**

Working conditions confirmed. \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain any changes.

Title Date

**Job Analysis**

Job analysis completed with this review. Yes

Additional knowledge, skills, abilities and other personal characteristics identified since last Job Analysis.

**\*Add as many rows as needed, for each new KSAO identified**

**Special Qualifications**

Special qualifications beyond those in the class description/MQ? \_\_\_\_\_ Yes \_\_\_\_\_ No

List applicable special qualifications:

Certifications

Licenses

Education

Experience

Briefly describe why these special qualifications cannot be obtained through training during the probationary or trial service period.

Title

