### HR/Payroll/System Specialist Job Family

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| 56    | HR/Payroll/System Specialist I | Bachelor’s degree 3+ years of HR and data analysis experience Thorough knowledge of human resources systems | • Assists with defining user objectives, business needs and scope  
• Designs and generates reports and tables of statistical results  
• Ensures that employee data on local system is current and accurate  
• Manages payroll documentation and troubleshoots problems  
• Provides training and support relative to the HR system for colleagues in school/unit  
• Resolves HR data discrepancies between school/unit and central HR systems  
• Participates on various committees University wide | IMPACT: Moderate impact on operations, resources, or University’s reputation  
SCOPE: Provides human resources business analysis for a unit or school | RECEIVED: Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within assigned duties. Complex assignments are usually reviewed upon completion.  
GIVEN: Individual Contributor: Works independently or as part of a team to achieve results |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) $E = \text{exempt}, N = \text{non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion}$