### Human Resources Job Function

#### HR/Payroll/Systems Specialist Job Family

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<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
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| 57    | HR/Payroll/ System Specialist II | Bachelor’s degree, 5+ years of progressive HR and data analysis experience Thorough knowledge of human resources systems | • Delivers independent business analysis for human resources functions  
• Conceptualizes and designs multi-system reports using tools developed by user, not University based reports or queries  
• Participates in user needs analysis, product evaluation, selection, customization, testing, implementation and support  
• Plans and implements the mechanics for the salary increase process  
• Manages the HR web site  
• Responsible for HR systems database  
• Works at the highest technical level of most phases of systems analysis  
• Evaluates the application technology in relation to current and future business environments | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive HR business analysis for a unit or school. | RECEIVED:  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion.  
GIVEN:  
Individual Contributor:  
Works independently or as part of a team to achieve results  
AND/OR  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

**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) \( E \) = exempt, \( N \) = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion