## HR Generalist Job Family

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<th>Level</th>
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| 55N   | HR Coordinator  | Bachelor’s degree 2+ years of relevant HR experience | • Conducts recruitment of non-exempt employees, including attending job fairs, screening resumes, and interviewing candidates  
• Assists with new hire orientation programs  
• Assists with HR training initiatives  
• Answers HR policy questions  
• Assists with salary reviews by gathering and analyzing data  
• Completes and processes payroll forms  
• Ensures employee data within PS is accurate and produces department reports  

Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | IMPACT Moderate impact on operations, resources, or University’s reputation  
SCOPE Provides HR support within 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) $E = \text{exempt}, N = \text{non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion}$