



## Personnel Specialist (Centralized) Job Description

### JOB INFORMATION

Job Code:	117011
Job Title:	Personnel Specialist (Centralized)
FLSA Status:	Exempt
Supervisory:	
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	7 Individual Contributor

### JOB SUMMARY

Assists in the administration of a specific Personnel Services program. Consults with individual units regarding policies, procedures and guidelines. Recommends strategies for implementing policies. Provides input into development and modification of policies and procedures.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related experience in Personnel/Human Resources specialization.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Performs complex and non-repetitive unit or departmental assignments. Resolves operational problems referred by others involving considerable research and exploration of options. Identifies possible impacts or outcomes and presents recommendations.				
Researches and collects data for special projects and management studies, or reviews data gathered by others for reasonableness and accuracy. Organizes data, analyzes results and develops recommendations.				
Plans and develops program objectives and services. Researches and identifies trends, needs and regulations and establishes program services accordingly. Assesses quality of program services. Modifies existing services and/or creates new services. Links services and operations with other relevant departments on campus.				
Consults with and advises employees on specific Personnel Services program. Provides information and interpretation of policies and procedures. Resolves problems referred by other departmental staff.				
Assists in the administration of specific program and ensures compliance with university objectives and state and federal relations.				
Assists with special reports, studies or projects covering a range of issues, as requested. Assumes a lead role in special projects.				
Conducts studies as indicated by department or unit/ Makes recommendations related to study topic. Supports recommendations with data and information gathered through study.				
Identifies and researches a variety of sources for background and/or supporting information, e.g., historical, legal, general practice, relative to assignments. Summarizes and documents findings. Makes recommendations as appropriate.				
Assists in development and maintenance of internal activity tracking systems for information storage and retrieval purposes. Ensures progress and summary activity reports are prepared and submitted on a timely basis. Ensures accuracy of information.				
Coordinates the implementation and maintenance of computerized systems. Interacts with vendors and/or university departments to resolve questions or problems. Trains departmental staff on use of systems and assists with user problems. Monitors usage and input for consistency and accuracy.				
Prepares or assists in the preparation of communication pieces describing features of specific Personnel Services Program. Participates in the dissemination of information. Makes recommendations regarding optimal communication vehicles and distribution networks.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
No	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.	No	A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.