

## POSITION DESCRIPTION

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**INCUMBENT:** **CIVIL SERVICE #: CS.N9554.002**

**CLASSIFICATION:** **Human Resource Representative**  
**(Talent Acquisition and**  
**Classification/Compensation Team**  
**Support)**

**DEPARTMENT:** **Office of Human Resources** **DATE IN**  
**CLASS:**

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### FUNCTION

The primary focus and function of this position is to provide support to the Talent Acquisition (TA), Classification, and Compensation teams in the SIU School of Medicine (SOM) Office of Human Resources.

### ORGANIZATIONAL STRUCTURE

This position reports to the Human Resource Associate (Director of Classification/Compensation and Interim Director of Talent Acquisition), who reports to the Executive Director of Human Resources.

### DUTIES AND RESPONSIBILITIES

*The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.*

#### **I. TALENT ACQUISITION – 55%**

- A. Maintain posting of positions on SOM Applicant Tracking System (ATS) including uploading and linking of vacancy documents
- B. Actively list and maintain open vacancies on targeted job and social media sites for increased recruiting efforts
- C. Generate weekly communication to all SOM employees and general public contacts regarding current vacancies.
- D. Process applicant communication related to application materials through the ATS
- E. Order and process Background Investigation checks in the hire offer process; track and confirm billing of background investigations conducted
- F. Work with the Talent Acquisition team in closing out all vacancies in the ATS, finalizing recruitment files, and preparing materials for new hire onboarding; this includes the gathering of all required paperwork from the TA team, departments, and new hires
- G. Create recruitment/vacancy agenda/report for weekly team meeting
- H. Coordinate administration of the employee referral program, RAP (Recruitment Ambassador Program)
- I. Assist in the planning, coordinating, and promotion of Job Fairs and/or Open Houses at SOM
- J. Coordinate the SOM internship and trainee programs; coordinate with Legal Counsel educational affiliation agreements associated with these programs
- K. Prepares Extra Help (EH) Civil Service Notice of Appointment and other necessary personnel/payroll documents, including those mandated by law, and distributes appropriately. Processes any changes to appointments, including extensions and terminations.
- L. Monitors all EH appointments for compliance issues, which includes:
  - a. tracking hours worked & notifying dept. of option to extend and/or need to terminate assignment, ensuring that no appointments exceed the statutory limit of 900 hours;
  - b. monitoring repeated use of EH in same position/area. Advises department of other employment options available to meet their staffing needs and/or consults with the Employment Supervisor regarding requests for exceptions.
- M. Reviews results of *Exit Assessment* forms returned by supervisors for separated EH employees to make determination regarding eligibility for future EH employment. Informs Director of any negative information that might also impact applicant's eligibility for permanent employment.
- N. Prepares monthly, annual, audit, and ad hoc reports, as required by SUCSS and/or management

- O. Other related duties as assigned

## **II. CLASSIFICATION and COMPENSATION – 45%**

- P. Assists in the reviews of position descriptions for completeness and changes. Works with departments to resolve issues with position descriptions related to required changes. Ensures position descriptions are appropriately signed and dated and logged into the appropriate tracking system.
- Q. Assists in processing of compensation requests, employment paperwork, and Faculty and Principal Administrative reappointment paperwork
- R. Provides support for file management including paper and electronic files relating to classification and compensation activities; these activities include scanning and maintaining position description and desk audit files and preparing, mailing and filing employee related correspondence; these files contain highly sensitive and confidential information and it is critical that paperwork is filed and/or scanned correctly
- S. Enters and maintains job classification, title and salary information in applicant tracking, employment register, and SUCSS systems
- T. Sends quarterly report of information to the Systems Office as required. (i.e. Contract/Satellite location hires per quarter)
- U. Assists in gathering and compiling data for writing statistical and narrative reports in draft or final form as it relates to classification and compensation or other reports as needed or requested
- V. Other related duties as assigned

### **Knowledge, Skills and Abilities**

To be successful in this position, the incumbent must meet all of the minimum qualifications identified by the State Universities Civil Service System for this classification, as well as the following skills and/or attributes identified as essential for this individual position:

1. Must present the proper image of Human Resources to the public, faculty and staff, including professional demeanor and appearance; be self-motivated to initiate contacts and pursue desirable applicants for employment.
2. Excellent interpersonal and communication skills, including good business telephone etiquette.
3. Proven relationship building and influencing skills; strong analytical and critical thinking skills.
4. Excellent organizational and time management skills with talent for multi-tasking.
5. Strong technical skills and proficiency in the use of computers and a variety of software packages, including: MS Office products, desktop publishing, web development software, electronic calendaring and email.
6. Must be highly skilled in and display appropriate attitude regarding customer service.
7. Ability to adapt to situations and be creative, with an openness to new ideas and approaches.
8. Must possess a strong understanding and appreciation of a diverse work environment and have demonstrated initiatives for recruiting for diversity.
9. Must have a strong work ethic and talent for working successfully as part of a team effort.
10. Sensitive to the needs of underrepresented minority populations.

### **RESPONSIBILITY**

The incumbent must be able to perform duties under general direction. Incumbent must be able to establish priorities and take the initiative to begin and follow-through with activities. Incumbent must be able to handle confidential matters with complete discretion and must be able to exercise sound judgment in the performance of duties and problem solving. Unusual situations/problems that may become sensitive or set a precedent will be discussed with or referred to the appropriate OHR managerial staff.

### **DIFFICULTY**

The work of this position will require the ability to multi-task effectively and adapt quickly to changing priorities. The majority of the work in this position is governed by established policies and procedures. The incumbent must be able to understand and accurately apply these policies and procedures to a wide variety of situations. This work requires many steps/processes to complete the required duties. Tact and diplomacy are of utmost importance, as the results produced will affect the image of the OHR.

**PERSONAL CONTACTS**

This position requires contact with SIU SOM employees, external constituencies, and the general public both by phone and e-mail. Tact and diplomacy are of utmost importance as the contacts made have a direct impact on the image and reputation of the SOM and the OHR.

**PHYSICAL & ENVIRONMENTAL DEMANDS**

As referenced on the attached Physical & Environmental Requirements form.

**INCUMBENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Human Resources Representative

**APPROVED BY**  
**MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Human Resource Associate (Director of Classification/Compensation and Interim Director of Talent Acquisition)

**APPROVED BY**  
**DEPT. ADMINSTRATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Executive Director of Human Resources

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Human Resource Representative**  
 Position No. (if applicable): **SMS.CS.N9554.002** Department: **Human Resources-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 60% of the time)</small>	Constantly <small>(Performed 61% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature: \_\_\_\_\_ Date: **Sep 6, 2022** Supervisor Name: **Kambrea Wendler**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_