



NEW: Submitted:
09/25/2019 09/24/2019

JOB TITLE:	LIAISON HUMAN CAPITAL
DIVISION	AS DETERMINED PER REQUEST OF DIVISION
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8239
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Acts as liaison between the employing division and Human Resources assisting the division in human capital related activities such as requisitioning positions, reviewing applicants, setting up interviews, completing recommendations for hire, division onboarding of new employees.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as the division point of contact to the appropriate Human Resource representative

Reviews and suggests updates to job descriptions as needed within the division

Reviews and submits position requisition paperwork

Reviews vetted applicants for division leads prior to interviewing

Assists in the setting up of interviews including dates, times, locations, interview questions, scoring rubrics, and related items

Reviews and submits recommendations of the division to Human Resources

Serves as the liaison for employees in the division to Human Resources

Connects division employees to Human Resources services as needed

Assists division with Human Resource reports and information

Ensures all hiring policies and procedures are followed

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Demonstrates effective oral and written communication of personnel rules and related procedures

Maintains security of confidential information and materials

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, carrying or pushing or pulling of light objects. Employee will, at times, be asked to drive to events and community activities.

MINIMUM QUALIFICATIONS

Bachelor's degree

Experience in Human Resources

Effective communication skills

DESIRABLE QUALIFICATIONS

Two years of experience in area of assignment

Experience with reviewing , interviewing, and onboarding job applicants

Experience in a diverse workplace