

# BOARD OF REGENTS

## State of Louisiana

### HUMAN RESOURCES SPECIALIST

Salary: Depends on Qualifications and Experience

The duties of this position are specialized, advanced level professional human resources responsibilities. The incumbent must perform these duties for the Board of Regents and three programs under the Board - the Louisiana Office of Student Financial Assistance (LOSFA), Louisiana Universities Marine Consortium (LUMCON) and the Louisiana Library Network (LOUIS). Work is performed independently under the informal direction of the Human Resources Director.

45% Independently responsible for reviewing and accurately processing Employee Administration (EA) transactions via LaGov HCM in accordance with Civil Service rules and guidelines, State and Federal laws, and agency/program policies for all new appointments, rehires, transfers, separations, promotions and demotions; base pay and special pay changes, including but not limited to sea pay, performance adjustments, SER adjustments, optional pay adjustments and reductions in pay; separation/term pay; and any other changes required to employee data. Determines, calculates and enters all salary/pay changes in accordance with Civil Service rules and agency/program policy. Determines and assigns appropriate Civil Service rules and/or authority for actions and complies with Civil Service documentation rules.

Processes verification of employment requests for current and former employees. Processes employee bank details via LaGov-HCM upon request. Ensures attestations for International ACH transactions are maintained for current employees and secured for new hires. Processes corrections and/or changes to employee tax filing statuses via LaGov-HCM upon employee or OSUP requests. Tracks employees with federal "exempt" tax filing status and obtains new federal tax form W-4 prior to the "exempt" status expiration date. Ensures copies of Social Security cards are on file for current employees, as well as new hires. Researches Social Security number mismatches upon notification from OSUP and if necessary, makes changes/corrections to avoid penalties issued by the Internal Revenue Service (IRS). Monitors employee mailing and/or permanent addresses for accuracy. Makes or has employee make necessary changes prior to OSUP's annual W-2 processing. Monitors employee contributions to Deferred Compensation and VOYA ensuring contributions do not exceed IRS annual contribution limits.

Serves as "point of contact" for all LEO time administration issues. Generates, applies internal auditing procedures, reconciles and maintains bi-weekly LaGov-HCM payroll reports while adhering to OSUP procedures, Civil Service rules and state and federal laws. Researches payroll errors to determine if the need for an off-cycle check is warranted to correct any pay discrepancies. Processes prior period payroll adjustments as needed. Prepares biweekly absence quota reports in response to questions related to over-time, annual, sick and family medical leave usage. Ensures compliance with the Fair Labor Standards Act, Civil Service rules and program policies regarding employee leave payouts upon separation from agency. Keeps abreast of procedure and process changes in order to assist employees with problems accessing information available in LEO, i.e. employee remuneration statements, W-2 forms, etc.

35% Coordinates the recruitment process and ensures the necessary authorization to fill a vacancy is obtained. Determines the appropriate method of announcing the vacancy and for Civil Service La Careers announcements, initiates the requisition, composes a draft posting and notifies Civil Service that the posting is ready to be audited and advertised. Upon expiration of advertised vacancy, receives the eligible list of candidates from Civil Service. Prior to referring the eligible candidates to the appropriate hiring program/division/section, verifies transcripts, any special licenses/certifications, veteran's points, etc. Stays abreast and remains knowledgeable of the ever-constant processes and/or system changes. Ensures that the hiring program/division/section submits all initial new hire documents timely and accurately. Meets with prospective new hires, secures signatures on conditional offers of employment and directs prospective new hires on how and where to obtain the mandatory new hire drug screen. Follows-up within 24-48 hours of the prospective employee's drug screening appointment and notifies hiring program/division/section if/when the chosen applicant is clear to report to work.

Coordinates the hiring progression and conducts new employee orientation during which, in essence, incumbent becomes the primary HR contact person via this interaction. Completes the necessary E-verify function, ensuring the eligibility and legality of all hires. Point of contact with Office of State Buildings in order to secure new employee identification/access badges. Advises new employees of pertinent Civil Service rules; policies and procedures; health, life and miscellaneous insurance options; retirement options; statewide training available through the Comprehensive Public Training Program (CPTP); direct deposit, parking, travel, worker's compensation etc., ensuring that any and all applicable forms are completed accurately and returned timely. Periodically reviews all orientation checklists and associated materials and recommends necessary revisions to the HR Supervisor and/or HR Director. Collects information on recruitment and retention statistics and provides to HR Supervisor for use in compiling the agency Affirmative Action plan submitted to Civil Service annually.

Examines LASERS and Teacher's Retirement on-line systems to determine if a new hire had at any time, participated in either system and whether or not he/she ever refunded their contributions. Reviews retirement membership enrollment forms for accuracy and completeness and submits timely to the appropriate retirement system. Ensures information entered via LaGov-HCM for new enrollees interfaces with the appropriate retirement system.

Processes all applications for DROP enrollment, regular, disability or early retirement, ensuring all necessary documents are submitted to the appropriate retirement system accurately and in accordance with stipulated deadlines. Certifies to the proper retirement system, on behalf of the retiring employee, any unused leave balances. Processes and forwards any requests for refunds of accumulated retirement contributions from those employees who separate state service, but do not actually retire to the appropriate retirement system.

Stays abreast of employee/employer retirement systems contribution rates, paying close attention to plan codes used in LaGov-HCM so as to avoid employees being placed in an incorrect retirement plan. Consults with OSUP if retroactive retirement plan corrections/changes are necessary.

15% Upon the direction of the HR Supervisor or HR Director, processes organizational management and staffing changes via LaGov HCM by maintaining agency organizational units, maintaining position cost distribution and relationship attributes and changing position reporting structures.

In conjunction with the HR Supervisor, oversees the training program and discerns how CPTP fits with overall training requirements. Advises employees of classes, whether mandatory or appropriate to their positions, provides guidance on how to use "LEO My Training" self-enrollment and, when necessary, enrolls employees for specific classes within SAP LSO. Ensures employee compliance by using available reporting resources within SAP LSO. Guides employees on how to obtain available training transcripts, printing them when necessary. Makes certain employees e-mail addresses, work phone numbers and reporting relationships remain up-to-date in LaGov HCM and makes changes to information as needed to ensure the successful delivery of training notifications.

Responsible for staying abreast of Civil Service rules and guidelines, State and Federal laws, OSUP, OGB, LASERS, TRSL, VOYA and Deferred Compensation and BOR/LOSFA/LUMCON/LOUIS policy/program changes that impact all program areas above, in order to maintain agency compliance, always understanding that errors could result in significant monetary, as well as other negative consequences.

5% Perform special projects as assigned.

**PHYSICAL DEMANDS:**

- Use hands to feel objects, manipulate tools or controls; and reach with hands and arms.
- Frequently required to talk or listen attentively.
- Required to sit, stand, walk, stoop, kneel, crouch or crawl.
- Required to regularly lift and /or move up to 15 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**

- Baccalaureate degree plus one year job-related experience in a human resources department; or Master's degree in Human Resources; or SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential.

**Preferred Qualifications:**

- Job related experience in a State of Louisiana (LaGov paid agency) human resources department.

**Skills & Abilities:**

- Interpersonal skills to handle sensitive material with the ability to maintain a high level of confidentiality.
- Be a team-player and demonstrate the ability to prioritize and manage multiple tasks.
- Strong communication skills both written and verbal.
- Exceptional customer service, attention to detail and problem resolution experience.
- Computer software knowledge, especially Microsoft Office Suite.