

Job Level	Human Resources Officer	Professional Level I
Oversight Received	<ul style="list-style-type: none"> * A specialized professional administrator responsible for providing oversight and management of College of Liberal Arts personnel, benefits and compensation processes and programs, HR systems (TMS, Oracle, TimeClock), and compliance with university rules and regulations. * This person reports to the Finance Officer in the College of Liberal Arts. 	<ul style="list-style-type: none"> • Close supervision • Frequent monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Collaborate with the college's leadership team on problem solving, operating procedures, work planning, and other management issues, making recommendations for prioritizing and allocating human resources. * Determine deadlines for payroll, month time and efforts, and new employee hiring paperwork. * Facilitate the creation and classification of positions processes (new/replacement/promotion) in conjunction with the university HR, Provost, and Equal Opportunity Offices to ensure best practices and consistency in college personnel administration. * Manage all college-level equity/special/promotional salary adjustment requests in conjunction with the Financial Officer and endorse or oppose for signature by the dean. * Manage all Family Medical Leave, Workers' Compensation, and Leave Without Pay processes for the college. * Create reports, dashboards, human resource metrics, and perform analysis of results, when requested by the dean or others. * Advise supervisors, Department Chairs, and Department Leads on personnel matters including proper handling and referral of employee relations issues. 	<ul style="list-style-type: none"> • Recurring problems with defined solutions
Interaction/ Communication	<ul style="list-style-type: none"> * Serve as the primary point of contact in the College for the Provost's Office, Human Resources, Office of Equal Opportunity, and the Office of General Counsel on all personnel issues. * Consult with university HR/Employee Relations and/or General Counsel; serve as a witness or facilitator in personnel related meetings as requested or appropriate. * Represent the college on various university committees and disseminate information to the college and departments, as appropriate. 	<ul style="list-style-type: none"> • Communication typically with those familiar with occupational discipline
University Impact	<ul style="list-style-type: none"> * The Human Resources (HR) Officer in the College of Liberal Arts at Colorado State University (CSU) acts as a subject matter expert on all personnel matters within the college. * Has direct impact on the college's ability to recruit, retain, and promote the excellent faculty and staff who contribute to the college's dynamic and diverse workforce. 	<ul style="list-style-type: none"> • Acquiring knowledge of University policies and systems • Impact limited to immediate work team
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree in Human Resources, Communications, Public Administration, Business Administration or related field PLUS 3 years of progressively responsible direct Human Resources experience OR Bachelor's degree PLUS 5 years of progressively responsible direct Human Resources experience. 	<ul style="list-style-type: none"> • May require a Bachelor's degree