UNIVERSITY OF SOUTHERN CALIFORNIA
Personnel Specialist (Centralized)
Job Code: 117011

Grade: I
OT Eligible: No

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 ACCOUNTABILITIES:

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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.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No
☐ Yes  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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 2 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

- Directly related experience in Personnel/Human Resources specialization.

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Teaching/Training
SIGNATURES:

Employee: ______________________________ Date:____________________________

Supervisor: ______________________________ Date:____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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