



Title: Human Resources Specialist

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Work Location: Westwood, California,

Description

Human Resources Specialist

Responsibilities Staff HR- 45%

- Provide counsel and support to Department staff and Physicians as needed.
- Respond to HR inquiries, address HR issues, resolve HR Related problems, and explain HR policies and procedures.
- Manage the annual Parking renewal process as the Department Parking Coordinator and process new parking applications as needed with the approval of the Parking Department.
- Attend payroll workshops and HR update meeting to stay current with University procedural and policy changes.
- New hire orientation, transfers, and separation meetings.
- Process, maintain, and track all who are on active or intermittent FMLA with and without pay.
- Leave of absence and workers comp processing.
- Set up and cancel Care Connect and other systems access for staff by submitting authorization for all access requests, from Care Connect to ICAP.
- Maintain personnel payroll files in compliance with records management.
- HR file maintenance.
- Onboard and process all Department volunteers and follow university procedures for onboarding volunteers who are minors. Enter all new volunteers in the Volgistics website.
- Work with Sr. Human Resources Manager and Recruitment to close open requisitions, request Union pay rates, and interview the best qualified candidates.
- Process UPAY850 Forms as needed, direct staff to their assigned benefits contact, and inform staff of annual Benefits enrollment.
- Enter Service Now IT request for any issues as needed.
- Enroll staff in CORE Training and CARE Connect, and Day One New Hire Orientation.

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- Partner with the Sr. Human Resources Manager to review applications, schedule interviews with managers and supervisors, and send all applicants for a Background clearance once an offer is made.
 - Schedule and conduct interviews based on management availability.

Payroll- 45%

Special Projects- 10%

- The Chief Administrative Officer will assign special projects periodically.
- Assist in the annual Staff retreat.
- Celebrate annual recognition days for MA's, Ortho Techs, Physicians, and Admin Assistants.
- Send out Bi-weekly payroll e-mail reminders to Managers and Supervisors.
- Manage Bi-weekly and monthly payroll and ensure that all timesheets are accurate, complete, and approved before pay compute.
- Process and reconcile staff payroll and personnel actions using system-wide tools and databases (EDB, PTR, QBD, UC Path, and HBS Time Suite).
- Manage work study student, research staff, and lab assistant timesheets and coordinate with PI's as needed.
- Reconcile staff payroll; prepare and process leave and compensatory time off accruals.
- Work with management staff to determine the proper coding of approved Employee Leave in HBS. (i.e. Bereavement, FML-Family, FML-Sick, etc)
- Ensure all employees receive the correct Union increase by verifying in EDB.

Required Skills

Qualifications Technical Skills- All Required

Computer knowledge required.

- Computer Skills: proficiency in Windows, Word, and Excel required; working knowledge of Access, Outlook e-mail, and Power point preferred.
- Knowledge of EDB, PTR, QBD, and HBS processing.
- Knowledge of iGreentree, Document Direct, Recharge Order request, Service Now Ticket Requests
- Basic knowledge of math required.
- Must be number oriented, mathematically inclined, detail oriented.

Interpersonal and Work Skills

- All Required

- Must have the ability to communicate effectively and tactfully with doctors, managers and other levels of personnel.
- Knowledge of FMLA, I9 processing, Federal Labor Laws, and State Labor laws.
- Ability to speak in a concise, diplomatic and respectful manner
- Ability to act as liaison to faculty, staff, students and other visitors
- Must have the ability to organize and schedule work effectively.
- Must have the ability to pay close attention to detail and understand written and oral instructions.
- Must have the ability to work well under time constraints.
- Must be able to handle multiple tasks.
- Must be a team player.
- Must be customer service oriented.

Physical Demands

General Office Activities - Walking, Standing, Sitting, Talking, Typing, etc.-**Required**

Bachelor Degree in Human Resources or equivalent - **Strongly Preferred**

Kind: Full Time

Level: Staff Position

Apply

To apply for this position, please copy and paste the following link into your browser address bar:

<https://ucla.contacthr.com/63437084>

[Go to Diversity.com](https://www.diversity.com)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.