

Human Resource Associate

Location: Central Administrative Office

FLSA: Exempt

Job posting #17-060: (Exam Request title: Human Resource Associate)

Please apply at <https://jobs.uic.edu/>

Minimum acceptable qualifications are:

1. Bachelor's degree in human resources administration, labor relations, business administration, or a field related to the position
2. Two years of work experience performing professional-level human resources duties
3. Additional education, training and/or work experience in the area of specialization inherent to the position may be required.*

* PHR or SPHR certification preferred

FUNCTION

Under direct supervision of the Assistant Director of Operations, the HR Associate performs professional human resources activities including employee and labor relations responsibilities, performance management, developing and guiding employees, policies and procedures interpretations.

WORK ACTIVITIES

1. Counsels managers and Civil Service employees on employment policies procedures. Advises managers on job behavior or performance of Civil service employees, and implementation of a system of corrective progressive discipline. Schedule and conduct pre-discipline hearings and reconciliation meetings. Collaborate with managers on administration of probationary periods and quarterly/annual performance reviews.
2. Provides training and development activities regarding different employee relation processes. Consults with appropriate staff at University of Illinois at Chicago, State Universities Civil Service System or SURS when necessary.
3. Coordinates and completes all leave of absence (LOA) procedures including review of LOA applications, drafts correspondences and responds to various LOA inquiries. Ensures compliance with all University, union, state and federal employment laws. Completes LOA transactions and maintains records via HRFE and BANNER.
4. Creates and maintains all active and inactive employee electronic files, keeps up-to-date job descriptions, performs desk job audits and prepares audit findings reports. Assists in the administration of employee service recognition program. Maintains up-to-date human resources manuals and procedures.
5. Develops, prepares and maintains various employee reports utilizing OLAP cube, Web Intelligence, EDDIE, ViewDirect, Decision Support and HR Reporting Portal. Assists with the bi-annual State Universities Civil Service System Audit. Collaborates with managers on organizational chart updates.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.