Classification Specification for Classified Service

Title: Administrative Support Specialist

Pay Scale Group: 64

Essential Function

Under general supervision from a designated administrator, coordinate functions for the maintenance of employee personnel transactions for large and complex business unit or college.

Characteristic Duties

1. Maintain employee computerized timekeeping record by reviewing and processing additions and changes.
2. Record applicable time off requests, including leaves of absences (e.g., MLOA, FMLA etc.).
3. Provide guidance and answer customer inquiries regarding personal matters. (e.g., FMLA, vacation accruals, sick time accruals/usage, etc.)
4. Assist with the collection of employee information.
5. Draft and initiate written correspondence to employees and business unit/college (e.g, new hires, reassignments, additional compensation, medical leave, vendor payments, etc).
6. Make recommendations and develop and implement new policies and procedures related to personnel maintenance.
7. Prepare routine reports and maintain records and documentation (i.e., leaves of absence, driver's license verifications, leave balance, absence, call off reports, etc.)
8. Comply with university and governmental regulations.
9. Handle all transactional functions relative to recruitment thru designated system(s) and assist with on-boarding process. (e.g., processing new hire, scheduling orientation, etc.)
10. Initiate position/personnel management paperwork (i.e., PMRs, RFRs, OMs, PCRs).
11. May handle system and equipment set up for new hires/promotions including UCflex roles request forms.
12. Perform related duties based on departmental need.

Minimum Qualifications

High school/GED diploma; three (3) years of related experience; -OR- an equivalent combination of technical school education and experience.