Position# HR Generalist I

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

This highly responsible administrative position is assigned to the Office of Administrative Affairs at the University of Florida College of Medicine-Jacksonville (UF COM-J). The Office of Administrative Affairs has campus wide responsibility for UF human resources administration and faculty affairs. The human resource generalist is responsible for performing HR and academic administration related duties on a professional level and works under the supervision of the Associate Director, Administrative Services in supporting UF COM-J faculty and staff. This position carries out responsibilities in the following functional areas: recruitment/employment, affirmative action and employment law compliance, onboarding, policy implementation, performance management, and other duties as assigned. The incumbent will be part of a seven-member team responsible for implementing, managing and processing administrative policies and procedures, and advising and assisting department administrators in 16 clinical departments with matters related to UF human resources and faculty affairs.

WORKING TITLE: Human Resources Generalist I

POSITION NUMBER: __________

ALL POSITIONS:

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

50% University of Florida College of Medicine-Jacksonville Job Actions

Responsible for coordination and processing jobs actions for UF employees and appointments. This includes Courtesy, Courtesy Post Docs, Teams Exempt, Teams, Faculty, OPS – Clerical, OPS – Professional and Adjunct Appointments. This will also include all job actions within these appointments such as FTE changes, supplements, SPI’s, title changes, terminations, hires and transfers. Completes checklists, collects and routes letters for signatures, create APT’s, create Epafs, checks and adjusts time management and follows all processes and actions to completion. Ensures new employees are knowledgeable regarding pertinent UF HR policies and procedures such as Outside Activities and Financial Conflict of Interests, paychecks and pay dates. Must ensure new hires are cleared through employee health, are credentialed through the Medical staff office and all documentation is inputted into the faculty database and MyUFL.

Administrative liaison between clinical departments and UF Health Jacksonville Medical Staff Services, HIPAA Compliance Office-JAX, UFJHI Finance and Budget, UF Academic Affairs, UF Finance and all core UF departments such as central leave, payroll and tax services.

Manages the process and ensures compliance with mandatory pre-placement health screenings for all newly hired UF personnel in Jacksonville. Incumbent must be knowledgeable of requirements, and oversee complete documentation to ensure that all new personnel have met mandatory requirements. Coordinates with UF Health Jacksonville Employee Health, and is liaison to GVL Occupational Medicine.
Timely and accurate reporting on the Admin Affair tab – medical review in the faculty database and submission to Gainesville for reporting into peoplesoft.

Administers appropriate procedures and ensures compliance with mandatory UF Bloodborne Pathogen Training Program. Incumbent must be knowledgeable of policies and regulations, and is responsible for providing access to current UF Bloodborne Pathogen Training. Develops and maintains the documentation process.

Responsible for UF identification badges for University of Florida College of Medicine employees on the Jacksonville Campus. Coordinates between UF Health Jacksonville Medical Staff Services, UFJHI Human Resources and UF & Shands Jacksonville Security prior to badge number being issued.

Complete and Input Cashout Calculations and Processing: Calculate, input and process all cashouts for all UF. This includes monitoring them in the system and ensuring they get processed in a timely manner.

Manage information content of the faculty database as it pertains to new hires, job actions, salaries, and assigned effort. Input changes as necessary and run reports per department and management request. Compile copies of all new hire packets per the Dean’s Office checklist, print copies of board certificates and submit for data entry.

30% Recruitment: Equity Compliance/Affirmative Action

Manages and oversees Equity Compliance/Affirmative Action for budgeted vacant and replacement positions. Review the clinical department faculty recruitment packet; Create position and requisition numbers for faculty and staff.

Obtain approval, create and post approved faculty positions in UF Jobs, and obtain a requisition number to be placed in announcements; manage postings and posting end dates, remove postings as applicants are identified.

Recruitment also includes waiver approval and posting of internal jobs for titles and supplements. Collects information and approvals, creates position numbers and jobs in organizational development, creates and posts advertisements through UF Jobs, removes and updates postings, completes and submits equity compliance reports and updates positions once a candidate is identified.

Ensures all faculty committee members and search committee chairs have completed the search committee tutorial.

10% University of Florida Asset and Space Management Program

Responsible for maintaining accurate reporting of all University of Florida state property assigned to the Jacksonville Campus. This includes but is not limited to yearly inventory and space allocation reports, report of survey, surplus and any property transfers in 14 clinical departments, Dean’s Office-JAX, HIPAA Compliance Office-JAX, Research Affairs-JAX, Continuing Medical Ed/CME-JAX, Department of Educational Affairs-JAX, Administrative Affairs-JAX and the Borland Library. Maintains and supervises repair for all University of Florida state property assigned to Administrative Affairs-JAX. Manages the identification and location of new equipment, conducting transfers of equipment, cannibalizing/disposing of old equipment and surveying out unused property.
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Responsible for scanning all assets (300-400 pieces) on a yearly basis to ensure accountability and compliance. Manage the on-line database of all equipment to ensure all spreadsheets and assets are assigned and accounted for appropriately.

5% Manage Licenses and DEA Renewals; and Database Input/Reporting

Licensure (Medical Licenses and DEA’s): Managing file copies and information for the faculty and staff database to ensure that all faculty have an active and valid Medical license and DEA. Running reports on a monthly basis, sending reminders, updating the database and assisting faculty with filing for renewals. Assisting the new hire faculty with obtaining a Florida Medical License, DEA or Medical Faculty Certificate including correspondence on what’s requires, completing applications, collecting required documents, requesting approval letters, obtaining costs, and timely submission and follow-through on all requests.

3% Tenure and Promotion

Tenure & Promotion: Assisting with promotion packets, training and editing of packets. Understanding all policy changes and applying these changes when reviewing submissions. Running enterprise reports for grants and teaching assignments to ensure all effort is reported properly and conclusively.

SPEP Review: Assist with managing all SPEP review information and notifying the Chairs of the departments regarding faculty who are up for their SPEP review. Assuring the SPEP review is complete and filed according to policy.

Midcareer Review: Managing all mid-career review information and notifying the Chairs of the departments regarding faculty who are up for their mid-career review. Assuring the mid-career review is completing and filed according to policy.

2% Perform other related duties as assigned.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION [NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

SUPERVISION RECEIVED. EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

Minimal – written and verbal as deemed appropriate by the Associate Director for Administrative Services.
SUPERVISION EXERCISED. LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in clinical departments.

NORMAL WORK SCHEDULE. (ENTER DAYS/HOURS HERE):

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. or 8:00 AM – 4:30 PM.

EDUCATION, TRAINING, AND EXPERIENCE. IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT www.hr.ufl.edu/class_comp/resources.asp). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

Minimum Requirements:

Education and Experience: A bachelor’s degree in an appropriate area of specialization or an equivalent combination of education and experience.

Competencies

1. Communication.
2. Consultation.
3. Ethical Practice.
5. HR Expertise.
6. Relationship Management.

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW. PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A “Y” IN FRONT OF ALL THAT APPLY.

THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING
GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS’ INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

OTHER CHARACTERISTICS OF THE POSITION. DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

NON EXEMPT (HOURLY) POSITIONS ONLY:

MACHINES AND EQUIPMENT USED REGULARLY. INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

75% Computer and Printer
10% Phones
10% Calculator and Electric Typewriter
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05% Copy and Fax Machine

EMPLOYEE AND SUPERVISOR INFORMATION:

IMMEDIATE SUPERVISOR’S NAME, TITLE, AND POSITION NUMBER:
Jacci Landichio Associate Director, Administrative Services 3156-3166, PS# 00020732

REVIEWING AUTHORITY NAME AND TITLE:
Eric Conde, Associate Dean 9286-0104, PS#00021869

CLASSIFICATION CHANGE ACTION COMPLETE ONLY IF REQUESTING A CLASSIFICATION CHANGE.
INDICATE SPECIFICALLY HOW THE DUTIES OF THIS POSITION HAVE CHANGED SINCE IT WAS INITIALLY OR LAST CLASSIFIED