



**Wharton County  
Junior College**

**Proposed Agenda Item  
Board of Trustees Meeting**

Date of Board Meeting: 06/15/2021      Date of This Proposal: 06/04/2021

**SUBJECT:**      **Approve the Reporting Specialist Position in Human Resources**

**RECOMMENDATION:**    **The WCJC Board of Trustees approve the Human Resources Reporting and Compliance Specialist position in the Human Resources Department. This new position will provide increased efficiency of all Human Resources reporting and compliance functions.**

**BACKGROUND/RATIONALE:** In January of 2021, the Human Resources and Payroll and Benefits Departments were merged and placed under the Dean of Human Resources. The goal moving forward is to provide efficient, accurate, and timely administration of all essential job functions in all areas of Human Resources. The merger revealed the need to streamline job functions and processes in order to create a more efficient and effective department.

The proposed Reporting and Compliance Specialist is vital to the department to ensure accurate, timely, and efficient reporting for all department functions. This position will report directly to the Dean of Human Resources to ensure compliance with all policies, regulations, and state and federal laws.

**Estimated Cost and Budgetary Support (how will this be paid for?):**      **- \$30,000 (department savings)**

**RESOURCE PERSON(S) [name(s) and title(s)]:**  
**Rachel Bahnsen, Dean of Human Resources**

**SIGNATURES:**

  
\_\_\_\_\_  
Originator

6-4-21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Cabinet-Level Supervisor

\_\_\_\_\_  
Date

**PRESIDENT'S APPROVAL:**

  
\_\_\_\_\_

6-8-21  
\_\_\_\_\_



**JOB DESCRIPTION  
Human Resources Department**

<b>JOB TITLE:</b> Human Resources Reporting and Compliance Specialist	<b>FLSA:</b> Non-Exempt <b>GRADE:</b> P-15 <b>NBAPOSN:</b> <del>SG306T</del> (need new SPC number)
<b>LOCATION:</b> Administration Building, Wharton Campus	<b>EFFECTIVE DATE:</b> June 8, 2021 <b>REVISION DATE:</b> June 8, 2021
<b>REPORTS TO:</b> Human Resources Coordinator and the Dean of Human Resources	

**PURPOSE AND SCOPE:**

The Human Resources (HR) Reporting and Compliance Specialist is responsible for all HR and Payroll reporting functions. This position provides administrative, technical, and secretarial support to the department. This position routinely processes information, as well as handles situations that require prudent judgment and adherence to a strict level of confidentiality.

**ESSENTIAL JOB FUNCTIONS:**

1. This position is responsible for all the department’s reporting functions, including running queries, compiling, and analyzing data, and generating customized reports for administrative and external sources.
2. This position partners with the Information Technology Department to troubleshoot any inconsistencies or report errors to ensure valid and correct data.
3. This position creates and maintains excel spreadsheets for monthly reports, including full-time and part-time payroll fringe reports.
4. This position prepares and verifies monthly reports for TRS/TEAMS portal.
5. This position prepares, submits, and documents the Attorney General New Hire Report twice a month.
6. This position is responsible for processing all change in office requests.
7. This position updates the campus directories monthly and submits to HR Coordinator for publication on the College Intranet.

8. This position is responsible for overseeing the submission and documentation of support staff professional growth applications and payment requests and maintains the support staff professional growth plan spreadsheet.
9. This position assists with responses to HR related open records and salary survey requests.
10. This position serves as backup for the HR Coordinator for Banner HR testing and verification during Banner upgrades.
11. This position performs other duties as assigned.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires 60 college credit hours or equivalent four years of full-time work experience. This position requires three years of current related full time work experience. Work experience with analytics and/or database reporting is required. This position requires proficiency with computer software applications such as Word, Excel, and Database programs. A criminal background check is required.

**SUPERVISION OF OTHERS:**

This position does not have any supervisory responsibilities.

**SUPERVISION AND DIRECTION RECEIVED:**

This position is responsible and accountable to the Human Resources Coordinator and the Dean of Human Resources for fulfilling the objectives, standards, and duties in the department listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

**EQUIPMENT USED:**

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

**CONTACTS:**

This position has external contacts with the community and local and state agencies.

This position has internal contacts with administrators, faculty, and staff.

**COMPLEXITY/EFFORT:**

This position involves attention to detail and accuracy. The incumbent in this position must have the ability to read and interpret departmental policies, procedures and instructions, the ability to hear and understand applicant and employee inquiries and oral instructions from supervisor and emergency announcements, sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer with the ability to work on a number of projects simultaneously and prioritize workloads required, and the ability to handle emergency situations as they arise. This position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Professional working relationships, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tact, diplomacy, poise, and discretion at all times. The incumbent in this position must function effectively to achieve the college goals and mission.

**WORKING CONDITIONS:**

Work of this position is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Job duties require little physical effort with light lifting required for filing and shredding. There is minimal exposure to natural atmospheric conditions such as dirt and dust, etc.

**LAST MODIFIED:** June 8, 2021

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

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Initials