Faculty Analyst

Job Code 50019106

General Description
Responsible for reviewing and analyzing contract and hiring documents for non-tenure line faculty and academic administrative staff.

Examples of Duties
Analyze, evaluate, examine, and execute Electronic Personnel Change Requests (PCRs).
Analyze and respond as a subject matter expert to inquiries regarding questions on academic staff hiring.
Create and maintain current positions for employees in Academic Affairs.
Work with ITAC and the HR Master Data Center in resolving issues.
Ensure policy compliance.
Complete other special projects and task assigned by the director.
Perform other duties as required.

Knowledge, Skills, and Abilities
Knowledge of: laws, guidelines, policies and procedures related to employment and compensation.

Skill in: research and problem solving; prioritizing workloads; organizing and coordinating projects; interpreting policies and procedures; communicating and ensuring compliance, and dealing with confidential matters with tact, sensitivity, and discretion.

Ability to: review contracting, hiring, and salary documents; calculate and verify salaries; communicate and deliver training; understand complex research requirements; make recommendations and evaluate alternative courses of action.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements