

**HR COORDINATOR STRUCTURE FOR CIVIL SERVICE EMPLOYMENT**

As part of our continuing focus to provide excellent customer service, Human Resource Services has implemented changes within Operating Staff Services. Operating Staff Services staff will now be able to provide comprehensive employment, testing, classification and employee relations needs for civil service positions. By developing an organizational structure that has assigned a HR Coordinator to each university division, our customers now have one point of contact for all their civil service employment and employee relations needs. Each HR Coordinator will provide information, counsel and advice to the areas they serve and will be able to offer assistance to management and employees with respect to employment, testing and register referral, position classification and employee relations.

**HR COORDINATOR DIVISION ASSIGNMENTS**

❖ <b>Division of Academic &amp; Student Affairs</b>	<b>Barbara Jones</b>	<b>753-0462</b>
❖ <b>Division of Finance &amp; Facilities and ITS</b>	<b>Eugene Massey</b>	<b>753-6029</b>
❖ <b>Division of Admin &amp; University Outreach And Division of Development &amp; University Relations</b>	<b>Rose Miller</b>	<b>753-6033</b>

HR Coordinators will offer assistance and guidance in the following areas:

**Employment:**

- ✓ Assist departments, employees and applicants with the Civil Service employment process
- ✓ Provide advice and support on recruitment issues for Civil Service positions
- ✓ Provide guidance to departments on interviewing applicants for Civil Service positions
- ✓ Advise employees regarding career opportunities
- ✓ Assess applicants' and employees' qualifications to take Civil Service examinations

**Classification:**

- ✓ Assist supervisors, and employees with the development and revision of position descriptions for Civil Service positions
- ✓ Conduct desk audits for Civil Service positions for determination of appropriate classification
- ✓ Assist in the development of new Civil Service classification specifications and examinations

**Employee Relations:**

- ✓ Advise administrators, supervisors and employees regarding SUCSS and University policies and procedures related to the disciplinary process for Civil Service employees
- ✓ Conduct interviews with supervisors and/or employees
- ✓ Conduct disciplinary hearings

If you have any questions about the HR Coordinator structure, roles, or responsibilities, please feel free to contact Jodi Tyrrell, Manager of Operating Staff Services at 753-0094.

**TABLE FOR COMPUTING PERCENTAGE OF TIME  
FOR 37.5 HOUR WORK WEEK  
7/91**

	<b>1 DAY</b>	<b>1 WEEK</b>	<b>4 WEEKS</b>	<b>6 MONTHS</b>	<b>1 YEAR</b>	
<b>1%</b>	<b>4.5 MIN</b>	<b>22.50 MIN</b>	<b>1 HOUR &amp; 30 MIN</b>	<b>1 DAY, 2 HOURS &amp; 30 MIN</b>	<b>2 DAYS &amp; 5 HOURS</b>	<b>1%</b>
<b>2%</b>	<b>9 MIN</b>	<b>45 MIN</b>	<b>3 HOURS</b>	<b>2 DAYS &amp; 5 HOURS</b>	<b>5 DAYS, 1 HOUR &amp; 30 MIN</b>	<b>2%</b>
<b>2.5%</b>	<b>11.25 MIN</b>	<b>56.25 MIN</b>	<b>3 HOURS &amp; 45 MIN</b>	<b>3 DAYS</b>	<b>6 DAYS</b>	<b>2.5%</b>
<b>3%</b>	<b>13.50 MIN</b>	<b>1 HOUR &amp; 7.5 MIN</b>	<b>4 HOURS &amp; 30 MIN</b>	<b>3 DAYS, 3 HOURS &amp; 15 MIN</b>	<b>7 DAYS, 6 HOURS &amp; 30 MIN</b>	<b>3%</b>
<b>5%</b>	<b>22.50 MIN</b>	<b>1 HOUR &amp; 52.5 MIN</b>	<b>1 DAY</b>	<b>6 DAYS</b>	<b>12 DAYS</b>	<b>5%</b>
<b>10%</b>	<b>45 MIN</b>	<b>3 HOURS &amp; 45 MIN</b>	<b>2 DAYS</b>	<b>12 DAYS</b>	<b>24 DAYS</b>	<b>10%</b>
<b>12.5%</b>	<b>56.25 MIN</b>	<b>4 HOURS &amp; 41.5 MIN</b>	<b>2 DAYS, 3 HOURS &amp; 45 MIN</b>	<b>15 DAYS, 1 HOUR &amp; 52.5 MIN</b>	<b>32 DAYS, 3 HOURS &amp; 45 MIN</b>	<b>12.5%</b>
<b>20%</b>	<b>1 HOUR &amp; 30 MIN</b>	<b>1 DAY</b>	<b>4 DAYS</b>	<b>24 DAYS</b>	<b>48 DAYS</b>	<b>20%</b>
<b>25%</b>	<b>1 HOUR &amp; 52.5 MIN</b>	<b>1 DAY 1 HOUR &amp; 52.5 MIN</b>	<b>5 DAYS</b>	<b>32 DAYS</b>	<b>60 DAYS</b>	<b>25%</b>
<b>50%</b>	<b>3 HOURS &amp; 45 MIN</b>	<b>2 DAYS, 3 HOURS &amp; 45 MIN</b>	<b>10 DAYS</b>	<b>60 DAYS</b>	<b>120 DAYS</b>	<b>50%</b>