Human Resources Generalist I / II

JOB NO:
537482

WORK TYPE:
Staff Full-Time

LOCATION:
Collier

CATEGORIES:
Human Resources, Office/Administrative/Fiscal Support, Veteran's Preference Eligible

DEPARTMENT:
60910000 - AG-SWFREC-IMMOKALEE

CLASSIFICATION TITLE:	Human Resources Generalist I / II

CLASSIFICATION MINIMUM REQUIREMENTS:	**Human Resources Generalist I requirements:** A bachelor's degree in an appropriate area of specialization or an equivalent combination of education and experience. **Human Resources Generalist II requirements:** Bachelor's degree in an appropriate area and two years of relevant experience; or an equivalent combination of education and experience.

JOB DESCRIPTION:

Human Resources Generalist I:

The Human Resources Generalist I provides professional support to SWFREC (Southwest Florida Research and Education Center) staff and faculty; serving as a partner and communicating effectively with UF faculty, staff, and administrators. This position requires strong organizational and communication skills, with the ability to prioritize tasks effectively and maintain confidentiality. The ideal candidate will thrive in a fast-paced environment, providing excellent customer service while maintaining accurate and up-to-date records.

HR Processing:

Serve as liaison between SWFREC (Southwest Florida Research and Education Center) and IFAS HR. Provide guidance and assistance regarding HR policies and procedures. Work with IFAS HR on modifying and interpret HR policies and creating best practices. Implement policies for faculty and staff ensuring compliance with federal, state and university regulations. Monitor the effectiveness of human resources policies and recommends revisions or modification to meet the needs of IFAS. Provide guidance and training to administrative staff on HR policies and procedures to ensure university guidelines are followed. Collaborate with staff and faculty members to ensure timely ePAFs are processed in a timely manner. Manage files and processing documents. Process, Hires, Additional Pays, Job Edits, update positions, create new positions, terminations, handle Leave ePAFs.

Process leave cash outs. Maintain accurate and up-to-date electronic and physical files, ensuring compliance with regulatory requirements. Utilize OnBase to manage and track documents, ensuring efficient and secure storage.

Payroll and Timekeeping:

Monitor and assist with timely reporting and approval of the online payroll system. Review time and labor records, ensuring accuracy and compliance with regulatory requirements and provides guidance to department liaison on how to troubleshoot errors. Ensure time gets approved when Faculty or time approvers do not to ensure timely payment for all employees. Check time entry and /or biweekly pay list for department, reporting accuracy of time worked and leave reported and verifies with leave request

calendar or email approvals. Monitor those who requested leave have accurately inputting leave into their timesheet entry. Liaison between UF Tax and Payroll Services and staff. Keeps current with Department of Labor laws and state legal requirements and monitors time reporting to prevent violations.

Project Support and Supply Coordination:

Provide support for special projects, such as tool creation, process updates, data entry and document preparation. Accurately and efficiently enter data into various systems, ensuring compliance with regulatory requirements.

Assists with other duties as assigned.

Human Resources Generalist II:

 Serve as the center's HR Liaison, collaborating with IFAS HR and other campus offices to implement HR best practices. Attend regularly scheduled training and meetings to stay up to date on HR information. Responsible for the center's recruitment and staffing, which include but are not limited to job postings, utilizing both Careers at UF and outside venues, collection of all documentation required for processing new hires, terminations, leave of absences, position updates and pre-employment health assessments, data entry of personnel actions and payroll distributions. Manage employee on/off-boarding and documents and assist with student/visitor dormitory assignments. Maintains all personnel records and maintains confidentiality. Facilitates pre-employment health assessments, RISC Screening, if required for the position, submitting all required documents to initiate the process with the appropriate campus offices. Monitors the Student Health and Safety 'Next Exam Report' and facilitates the updating of required exams.

Assists Center Director with scheduling appointments, meetings, and other duties as needed. Works with the Center Director to prepare all forms for employee annual reviews, and schedules faculty appointments with the department chairs and staff appointments with the center director. Ensures that copies of all evaluations/reviews are provided to IFAS HR and UF Employee Relations by the deadline. Assists with drafting PIPs and/or disciplinary documents in preparation for campus review. Also assists faculty with the Tenure and Promotion required documents/process. Assists faculty in the procedures,

scheduling, preparation, and submission of Faculty Assignment Reports, and other reporting activity, achievement reports, plans of work.

Monitors time-entry, sends e-mail notifications regarding time-entry deadlines, and approves time in the absence of supervisor. Facilitates the accurate and timely reporting of work and leave hours by staff. Reviews and stores biweekly paylists for the center. Liaison between UF Tax and Payroll Services and staff. Adds/updates payroll distributions for employees.

Acts as liaison between faculty and staff and the various HR offices such as Benefits, Employee Relations, Workers Compensation, UF Immigration and Compliance Services and Exchange Visitor Services as questions or changes arise. Acts as a point of contact for international hires. Responsible for monitoring Visa status and initiating renewals and/or changes in Visa types. Assist with collection and maintenance of visa documents.

Develop Center-specific policies to ensure consistency and compliance with university regulations and federal laws (e.g., attendance policy, etc.). Provides departmental administration, faculty, and staff with information or assistance in interpretation of University policies and procedures through the identification of policies related to the issue in question and through contact with the appropriate department for clarification as needed. Keeps current with Department of Labor laws and state legal requirements; monitors time reporting to prevent violations of FLSA or other labor laws. Advises departmental administration of issues in time reporting as they arise; provides documentation of federal laws as needed in order to assist with decision making.

Advises new faculty/staff of required trainings and trainings they must take to obtain the Peoplesoft (or other HR software platform) roles necessary for performance of responsibilities associated with their position. Serves as a back-up for Department Security Administrator (DSA) responsibilities. Monitors the training courses required for faculty and staff and sends notification as updates are due. Trains and/or assists new faculty/staff on Peoplesoft (or other HR software platform) modules as needed.

Assists with other duties as assigned.

EXPECTED SALARY:

HR Generalist I: $25-$27 hour; this position is Non-Exempt. Commensurate with education and experience.

HR Generalist II: $55-60K; this position is Exempt. Commensurate with education and experience.

REQUIRED QUALIFICATIONS:

Human Resources Generalist I requirements:
A bachelor's degree in an appropriate area of specialization or an equivalent combination of education and experience.

Human Resources Generalist II requirements:
Bachelor's degree in an appropriate area and two years of relevant experience; or an equivalent combination of education and experience.

PREFERRED:

Human Resources Generalist I:

- Working knowledge of PeopleSoft
- Understanding of PC computer programs for use with on-line payroll, distributions, employee hire systems, electronic mail, etc.
- Ability to perform, organize and conduct work independently.
- Knowledge of mathematics, payroll procedures and record keeping techniques associated with payroll, leave benefits and payroll distributions.
- Ability to handle telephone calls, answer personnel inquiries, respond to complaints and problems in a courteous and efficient manner.
- Ability to establish and maintain effective working relationships with all personnel.

Human Resources Generalist II:

- Knowledge of office procedures and practices.
- Ability to compile and analyze data for administrative decisions.
- Knowledge of principles and techniques of effective verbal and written communication.
- Computer and keyboarding skills and experience with Microsoft Office Software Suite preferred.
- Ability to take and transcribe dictation using notes or other methods.
- Ability to organize files and maintain orderly records.

SPECIAL INSTRUCTIONS TO APPLICANTS:	In order to be considered, you must upload your cover letter and resume.
	This position is eligible for veteran's preference. If you are claiming veteran's preference, please upload a copy of your DD 214 Member Copy 4 with your application for consideration. See our Veteran's Preference Page (https://jobs.ufl.edu/applicant-resources/veterans/) for more specific information.
	Florida Notary Licensure.
	Application must be submitted by 11:55 p.m. (ET) of the posting end date.

HEALTH ASSESSMENT REQUIRED:	No

ADVERTISED:
08 Oct 2025 → Eastern Daylight Time

APPLICATIONS CLOSE:
15 Oct 2025 →Eastern Daylight Time

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WORK TYPE

☐ Adjunct Faculty   0

☐ Faculty Admin Title   0

☐ Instructional Faculty   0

☐ Multi-Track Faculty   0

☐ Non-Tenure-Track Faculty   0

☐ Other Faculty   0

☐ Permanent Status Faculty   0

☐ Post Doc Associate   0

☐ Staff Full-Time   1

☐ Staff Part-Time   0

☐ Student Ast   0

☐ Temp Full-Time   0

☐ Temp Part-Time   0

☐ Tenure-Track Faculty   0

CATEGORIES

☐ Academic Advising/Support   0

☐ Advancement   0

- ☐ Agricultural Sciences — 0
- ☐ Agriculture Operations — 0
- ☐ Allied Health — 0
- ☐ Artificial Intelligence — 0
- ☐ Biology/Life Science — 0
- ☐ Business/Accounting/Finance — 0
- ☐ Campaign — 0
- ☐ Communications/Public Relations/Marketing — 0
- ☐ Computer Science — 0
- ☐ Construction/Design/Planning — 0
- ☐ Counseling/Community Outreach/Social Work — 0
- ☐ Dentistry — 0
- ☐ Early childhood education/Childcare — 0
- ☐ Education/Training/Instructional Design — 0
- ☐ Engineering — 0
- ☐ Environmental/Occupational Safety — 0
- ☐ Executive/Director/Management — 0
- ☐ Facilities Operations/Skilled Trades — 0
- ☐ Grant or Research Administration — 0
- ☐ Health Care Administration/Support — 0
- ☐ Human Resources — 1
- ☐ Humanities — 0
- ☐ Information Technology — 0
- ☐ Law Enforcement/Security — 0

☐ Legal/Audit Services/Compliance   (0)

☐ Libraries/Museums   (0)

☐ Medicine/Physicians   (0)

☐ Nursing   (0)

☐ Office/Administrative/Fiscal Support   (1)

☐ Physical/Mathematical Sciences   (0)

☐ Recreation/Event Services   (0)

☐ Social/Behavioral Science   (0)

☐ Student Services   (0)

☐ Transportation Services   (0)

☐ Veteran's Preference Eligible   (1)

☐ Veterinary Medicine/Animal Care   (0)

LOCATIONS

☐ Alachua   (0)

☐ Bradford   (0)

☐ Broward   (0)

☑ Collier   (1)

☐ Dade   (0)

☐ Duval   (0)

☐ Gilchrist   (0)

☐ Highlands   (0)

☐ In the State of Florida   (0)

☐ Indian River   (0)

- ☐ Jacksonville Campus　　　　　　　　　　　　　　　⌐ 0 ⌐
- ☐ Lake　　　　　　　　　　　　　　　　　　　　　　⌐ 0 ⌐
- ☐ Leon　　　　　　　　　　　　　　　　　　　　　　⌐ 0 ⌐
- ☐ Main Campus (Gainesville, FL)　　　　　　　　　　⌐ 0 ⌐
- ☐ Marion　　　　　　　　　　　　　　　　　　　　　⌐ 0 ⌐
- ☐ Nassau　　　　　　　　　　　　　　　　　　　　　⌐ 0 ⌐
- ☐ Orange　　　　　　　　　　　　　　　　　　　　　⌐ 0 ⌐
- ☐ Palm Beach　　　　　　　　　　　　　　　　　　　⌐ 0 ⌐
- ☐ Pinellas　　　　　　　　　　　　　　　　　　　　⌐ 0 ⌐
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ⓘ RESOURCES

☑ Frequently Asked Questions (https://jobs.ufl.edu/resources.html#faqs)

☑ Veteran Preference (https://floridavets.org/benefits-services/veterans-preference/)

☑ Applicant Tutorial (http://training.hr.ufl.edu/resources/careers_at_uf/video/tutorial.html)

☑ UF Hiring Policies (https://admin.hr.ufl.edu/hiring/)

☑ Disclosure of Campus Security Policy and Campus Crime Statistics (https://clery.compliance.ufl.edu/annual-security-and-fire-safety-reports/)

☑ Institute of Food and Agricultural Sciences Faculty Positions (http://personnel.ifas.ufl.edu/jobs.shtml)

☑ Labor Condition Application (ETA Form 9035): Notice of Filings (https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/labor-condition-applications/)

- ☑ Application for Permanent Employment Certification (ETA Form 9089): Notice of Job Availability (https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/application-for-permanent-employment-certification/)

- ☑ Search Committee Public Meeting Notices (https://calendar.hr.ufl.edu/events/category/talent-acquisition-and-onboarding/search-committee-meeting/)

- ☑ Accessibility at UF (https://admin.hr.ufl.edu/compliance/disability-services/)

- ☑ Drug and Alcohol Abuse Prevention Program (DAAPP) (https://compliance.ufl.edu/policies--guidance/drug-and-alcohol-abuse-prevention-program-daapp/)

- ☑ Drug-Free Workplace (https://hub.policy.ufl.edu/s/article/Drug-Free-Workplace)

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