

HR Rep Certification Program Overview

Introduction

Emory's community of Human Resources Representatives provides facilitation and support for employment functions and processes at all levels throughout the university. HR Reps provide expertise according to the size of their unit and the specific duties they are assigned. The descriptions that follow are typical responsibilities performed by Reps with that Level designation and should not be considered to be all-inclusive.

Transactional (Level I)

Human Resource compliance monitoring, tracking and record keeping, transaction processing, general knowledge and coordination of Human Resource functions; may respond to inquiries and advise on University processes; provides human resource services to a specified administrative unit.

Practitioner (Level II)

Performance of complex Human Resource functions for a large administrative unit; contributes toward developing and establishing unit's human resource practices and procedures; advises and consults with managers on employee issues, University policy and practices.

Strategic (Level III)

Provides expertise to a major administrative unit in all areas of Human Resources at the strategic level requiring research and analysis of major human resource issues to enhance services; provides advice and consultation for managers on employee and human resources issues, University policy and practices; may provide functional oversight of Human Resources activities.

HR Rep Certification Curriculum

A development program has been created to provide current and aspiring human resources representatives with the opportunity to acquire core competencies for each of these levels. Employees wishing to become certified must complete the Core Courses within a level. Employees will also elect a minimum of three additional courses/programs in specific areas of concentration tailored to their current duties or as part of the own professional development aspirations. However, certification is not required and employees may enroll in any course offered without seeking certification. Certification will not guarantee a salary increase or promotion. It is intended to provide knowledge and expertise in the HR field and an additional credential for an internal job search.

The program will not be provided for cohort groups. The curricula are largely made up of existing courses and Reps may have already completed many of the courses. **Core and elective courses completed during the past 24 months will be credited toward certification.** We will hold periodic certification celebrations for those completing the

coursework to recognize their efforts and create a sense of community and networking opportunities for the Reps.

Three types of certification are available and correspond to the types of duties a person is assigned. **Core Courses** are the equivalent of required courses for a major. **To achieve certification, a Human Resources Representative will be expected to complete each of the Core Courses and three electives, as well as make regular use of the Core Resources at her/his level.**

Transactional (Level I) Core Courses are prerequisites for Practitioner (Level II) courses. Therefore, to begin Practitioner certifications, completion of Transactional Core Courses is required (except where a Level II Core Course is noted as meeting the Level I prerequisite). The Strategic Level III HR Rep is expected to have acquired the core competencies of both Levels I and II through commensurate experience and individual professional development. The Level III Core courses assume these competencies and build on them by providing a more advanced institutional and long range planning perspective.

Elective Courses are similar to minors in a course of study and provide valuable and more far-reaching knowledge in the field of Human Resources. **To complete certification at any level, a minimum of three electives are required in addition to the Core Courses in that level.** Elective courses broaden and enhance the HR Rep's knowledge and competencies in specific areas. For example, in addition to maintaining employee records, a Technical Level I HR Rep may be responsible for monitoring a unit's payroll transactions. Therefore, the Courses and Resources listed under Finance & Budgets are highly recommended for the position in addition to the required Core Courses. Likewise, Courses and Resources in the Areas of Concentration should be considered prerequisites for the next higher HR Rep level if those types of duties are included in the advanced level position.

Resources listed provide information, instruction, and technologies in support of one or more of the courses listed in that section. Resources are web links, manuals, guides, etc., that the Human Resources Representative will find useful in performing her/his duties. HR Reps should become very familiar with these resources and use them on a day-to-day basis. These resources can be found at the following link:
<http://www.hr.emory.edu/eu/managerstoolkit/index.html>

Contact Information

If you have additional questions or concerns about the HR Rep Certification Program, please contact:

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