HR OFFICER

(The HR Officer is a role rather than an official classification title, so these jobs may be classified in different titles, including EHRA.)

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Reporting | * Generates and/or interprets standard reports
* Conducts HR data audits and implements compliance activities
* Generates requests for custom/ad-hoc report for strategic priorities
* Determines critical reports for evaluation (e.g., effort reporting)
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| Recruiting & Hiring | * Posts and advertises positions
* Screens potential candidates
* Conducts pre-hire checks (e.g., background, nepotism, etc.) for paid and unpaid appointees
* Makes job offers as appropriate
* Engages in active outreach (e.g., career fairs)
* Advises managers on recruiting and hiring activities
* Educates hiring managers and engages with them on recruitment timelines and processes
* Acts as liaison between hiring managers and OHR to identify opportunities for more streamlined processes
* Pre-screens applications as needed
* Consults with hiring managers on offer packages (e.g. create offer/appointment letter, relocation expenses, etc.)
* Conducts EEO analysis and makes recommendations on how to best diversify candidate pools
* Monitors workforce analytics trends
* Monitors other employment relationships (e.g., dual, additional, secondary)
* Serves as escalation point for most complex issues; acts as final decision-maker for local issues
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| Separations | **Layoff*** Submits layoff plan
* Provides employee notice
* Consults with employment, staffing, EMR
* Engages with OHR on transitions to new departments (if applicable)

**Discontinuations*** Consults with EHRA-NF unit to receive approval
* Provides employee notice/pay in lieu of notice
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| On/Offboarding | * Coordinates international employment needs
* Leads organizational on/offboarding (e.g., grant/revoke system access, building access, office space, parking)
* Conducts departmental orientations/exit interviews
* Provides information and coordination for faculty-specific offboarding activities (e.g. emeritus status, maintaining email address, one card, etc.)
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| Classification & Compensation | * Creates and maintains org charts
* Consults with managers and central OHR on creating and updating position descriptions, position/organizational design, and compensation levels
* Completes and submits salary action forms
* Conducts departmental equity analysis and makes recommendations to senior leadership and hiring managers based on the analysis
* Advises on wage-hour issues
* Administers special pay (e.g. comp time, on call, travel pay, overloads, etc.)
* Administers lump sum payments
* Administers supplemental pay for secondary appointments
* Enters and/or approves position change actions
* Maintains and updates faculty salary ranges
* Administers out of cycle increases
* Provides guidance and communication for implementing Annual Raise Processes and Legislative Increases
* Develops and implements compensation priorities
* Consults with managers on Employee Competency Assessments
* Serves as escalation point for most complex issues; acts as final decision-maker for local issues
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| Performance management | * Advises managers on developing performance goals
* Administers and provides training for performance management process (e.g., annual performance cycles, out-of-cycle improvement plans, probationary, compliance)
* Consults with managers on professional development plans
* Administers employee awards and recognition programs
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| Time & Attendance | * Serves as TIM administrator (if applicable)
* Monitors and manages unit-level time and attendance reporting
* Addresses discrepancies or audit issues in partnership with central OHR, Internal Audit, etc.
* Monitors leave balances and necessary payouts
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| Promotion & Tenure | * Consults with Dean, school personnel, Promotion and Tenure (PPT) Committee, individual faculty members, and other university offices as needed to advise and coordinate in promotion and tenure activities (e.g., dossier creation, tenure clock extensions, targeted and minority hiring, etc.)
* Tracks fixed-term, tenure track/tenured faculty for eligibility of promotion and/or post tenure review. Submits actions and tracks progress as necessary
* Drafts offer letters for faculty appointments (fixed-term, tenure track, tenured) based on expectations and workload policy for all faculty groups and submits to the Dean for signature
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| Employee and Management Relations | * Consults with managers on performance improvement plans
* Consults with managers and central OHR on disciplinary policies and processes (e.g. pre-disciplinary conferences, written warnings, counseling memos, investigatory status, etc.)
* Serves as a Responsible Employee
* Partners with central OHR and EOC on appeals, grievances, and workplace investigations
* Consults with managers and/or employees on workplace issues and partners with OHR as needed (e.g. facilitated conversations, climate assessments)
* Provides support for managers on unemployment claims
* Consults and coordinates with central OHR on adverse weather and emergency closing issues
* Provides information about support resources to employees
* Serves as escalation point for most complex issues; acts as final decision-maker for local issues
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| Benefits & Leave Coordination | * Provides information on benefits plans and eligibility criteria
* Provides guidance on processes associated with benefit plan enrollment
* Consults with managers, employees, and central OHR on employee leave programs (e.g. disability, FMLA, Faculty Serious Illness Leave, Voluntary Shared Leave, Community Service Leave, faculty personal and research leave, etc.)
* Partners with EHS on workers’ compensation cases
* Coordinates position-specific health benefit enrollment (e.g. GSHIP, postdoc health insurance, fellows, etc.)
* Provides information on phased retirement to faculty
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| Training/Professional Development | * Delivers training
* Develops and conducts training needs assessment
* Designs training program(s)
* Evaluates training results
* Manages third-party training vendors
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| Supervision | * Interviews and makes hiring decisions/recommendations
* Recommends initial pay rates and subsequent adjustments
* Ensures employees are trained in job responsibilities and provides for ongoing development
* Manages the performance review process and assigns performance ratings
* Addresses performance deficiencies and disciplinary issues as needed
* Sets work schedules and approves leave requests
* Promotes and supports diversity and inclusion strategies
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| Strategic Planning | * Defines local HR vision in alignment with the broader unit vision
* Designs organizational structure and workforce planning needs
* Defines and executes unit communication strategy around HR needs and priorities
* Leads the promotion of diversity and inclusion efforts that are in accordance with the University vision
* Defines relevant metrics to collect around unit health and performance; analyzes, creates, and executes action plans based on results
* Leads continuous improvement activities across key processes to drive operational efficiencies
* Defines policies and procedures for HR activities within unit
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| Other Duties (5% max) | * Performs other duties as assigned by management to meet business needs
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