

Job Description

Human Resources Consultant (School/Division/UBC-Level)

(SPA HR Consultant – Typically Contributing or Journey Competency Level Dependent on Size and Complexity Of Assigned Work Unit/Client Base and Scope of Employee Population(s) Handled)

Primary purpose of position: This position serves as a professional-level Human Resources (HR) Consultant within the assigned School, Division, or Unified Business Cluster (work unit) under the general direction of the unit's HR Lead or in the case of a smaller, less complex work unit the Administrative Director/Business Officer. In this capacity, the position incumbent is responsible for providing consultation and support across one or more assigned employee types which may include faculty, EPA non-faculty, or SPA employees. This includes providing interpretation of University HR policies, providing consultation and advice on general HR issues and concerns, and helping carry out both unit-level and campus-wide HR strategies and plans. The Consultant will frequently interact and coordinate HR activity within the work unit with key University central offices including the Office of Human Resources (OHR), Academic Personnel, the EEO/ADA Office, and University Payroll Services. The position incumbent will prepare, approve, and/or troubleshoot proposed or implemented HR actions to assure compliance with relevant Federal, State, and University policies and the institutions equal opportunity and diversity goals. The position incumbent will typically function as a generalist covering the broad range of human resources subject matter areas including classification and compensation, recruitment and hiring, employee relations, leave administration, and handling very basic benefits inquiries in consultation as appropriate with the University's Benefits Department.

Duties (% are estimates only):

Departmental Support and Consultation: Serve as work-unit based HR subject matter expert and provides consultation and assistance to management and administrative staff on a wide variety of HR policies and issues matters within the work unit. Depending on assigned areas of expertise, the position incumbent may support clients with recruitment and hiring, job classification and salary administration, employee relations, performance management, and employee leave issues. The Consultant will both resolve issues directly when feasible and/or coordinate with the work unit's HR lead or advanced subject matter experts in the applicable University central office. (25%)

Employee Consultation and Resource/Referral: Respond to inquiries from or troubleshoot issues for employees with regard to general human resources matters. This may include assisting employees in interpreting University personnel policies, providing resources and referral information to appropriate University offices, or escalating more complex issues to higher management for follow-up. While the Consultant is not intended to be a University benefits expert, they may address very basic benefits questions and more routinely direct employees to the appropriate benefits policies and/or a Benefits Consultant in the Office of Human Resources. (20%)

Personnel Action Administration: The Consultant will have responsibility for preparing and/or approving proposed personnel actions using enterprise HR systems in a manner that assures compliance with applicable federal, state, and university policies and procedures. This includes assuring proposed actions are accurate and consistent with unit-level practices and maintaining awareness of equity and equal employment opportunity goals. The Consultant will conduct appropriate follow-up or perform troubleshooting to assure proposed personnel actions successfully route and are processed by the relevant University offices. (40%)

Onboarding and Offboarding: The position incumbent will support the onboarding and offboarding of employees in one or more employee categories consistent with University policies and procedures. This may include assuring newly hired employees receive appropriate University and work unit orientations, confirming the employee participates in required benefits enrollment procedures, coordinating new employee start-up logistics (e.g., ID cards, computer access, keys, etc.), and providing other necessary support to the hiring manager. The position will also assist in coordinating employee exits including assuring necessary separation procedures are followed, removal of facility and computer system access, collection of ID and keys, and other offboarding activities as may be appropriate. (10%)

Other Duties and Special Projects: Perform other duties and special projects as may be assigned by work unit management. (5%)

Qualifications

State Qualifications

Bachelor's degree and two years of progressively responsible professional human resources management experience; or equivalent combination of training and experience. All degrees must be from appropriately accredited institutions.

Departmental Qualifications

Minimum of a Bachelor's degree is required. The successful candidate must possess excellent oral and written communication skills, sound business judgment, tact and diplomacy, and the ability to interact with personnel at all levels of the School/Division and University. Three (3) years or greater of professional-level human resources experience in a setting of similar scope and complexity to <specify work unit> is required with greater years of experience preferred. The successful candidate must demonstrate a working knowledge of federal and state employment laws and regulations (e.g., FLSA, FMLA, ADA) and have prior experience in consulting with internal clients on some combination of recruitment, compensation, employee relations, position classification or employee benefits matters. Prior experience in the higher education setting is highly preferred but not required. Note: When posting an SPA position, relevant equivalencies in terms of education and experience apply.