

## Job Description

**Human Resources Manager/Director (School/Division/UBC-Level)  
(Job Classification: SPA HR Consultant or  
EPA Non-Faculty SAAO with Assistant/Associate Dean Title depending on scope)**

**Primary purpose of position:** This position serves as the principal Human Resources (HR) lead within the assigned School, Division, or Unified Business Cluster (work unit). In this capacity, the position incumbent is responsible for providing overall direction of human resources operations and support across all employee types including faculty and non-faculty employees. This includes interpretation of University HR policies, providing consultation and advice on HR issues and concerns, and developing and implementing both local and the institutions HR strategies and plans within the work unit. The HR lead serves as the principal liaison between the assigned work unit and key University central offices regarding HR-related matters including the Office of Human Resources (OHR), Academic Personnel, the EEO/ADA Office, University Payroll Services, and Office of University Counsel. The position will supervise subordinate human resources staff (when present) and be responsible for assuring that the unit's personnel actions and activities are compliant with relevant Federal, State, and University policies and support the institutions equal opportunity and diversity goals. The position incumbent will be responsible for integrating HR best practices within the unit and serve as an advocate to and active participant in the University's community of HR professionals.

**Duties (% are estimates only):**

**Appointments and Hiring:** Oversee review and approval of faculty and staff hiring and appointments within the work unit and assure these activities are conducted in accord with all Federal, State, and University guidelines. Support faculty promotion and tenure procedures in collaboration with relevant faculty administrators and Academic Personnel. Provide support and oversight of employee background and credential checking and assure employee onboarding activities are conducted in a timely manner. (15%)

**Classification and Compensation:** Advise internal clients on classification needs and staffing requirements with a broad understanding of both short- and long-term goals of unit management. Consult with leadership on developing organizational structures that enhance effectiveness and reduce administrative costs within the work unit. Consult with managers and supervisors on writing and developing job descriptions to meet staffing needs. Plan and oversee local compensation plans and philosophies. Provide consultation on salary administration and recommend appropriate salary actions. (15%)

**Employee Relations, Diversity and EEO:** Serve as a local resource on employee relations issues and concerns and partner closely with central units such as OHR Employee and Management Relations and the Equal Employment Opportunity (EEO) Office in addressing specific complaints and concerns. Conduct employee conduct investigations independently and in partnership with applicable University central offices as appropriate. Oversee and manage employee separations within the work unit and coordinate applicable employee exit (offboarding) activities. Consult with managers on implementing appropriate performance management practices within the unit and assist in addressing performance problems in accordance with applicable University

procedures. Provide leadership and guidance to management to promote and advance diversity efforts within the unit and to assure equal opportunity in all hiring, promotion, and related HR decision making. (15%)

**Benefits and Leave Administration:** Assist employees in addressing questions or issues regarding benefits, time reporting, or leave issues in consultation with appropriate specialists in the applicable University central offices. Assure that key benefits and payroll information is appropriately disseminated within the work unit when requested by University central offices. Provide oversight of time reporting practices and business processes within the work unit to assure accuracy and timeliness. (15%)

**Policy, Planning and Process Improvement:** Develop, plan, and implement human resources policies, procedures, and best practices for the work unit including for HR Facilitators in subordinate units. Collaborate with University Central Offices in implementing new business processes within the unit and suggest opportunities for improvement or change. Actively participate in University-level committees or working groups focused on HR service delivery, business systems, and business process improvement. (15%)

**HR reporting, data management and systems:** Assure that HR transactions are processed in a timely and accurate manner in the work unit with attention to data integrity. Track and analyze key metrics to monitor customer satisfaction and continuously improve HR service delivery to internal clients. Manage access for unit staff to University HR Systems. Produce reports and analysis for unit management regarding HR trends and metrics utilizing relevant institutional or local reporting tools. (10%)

**Supervision (if applicable):** Provide supervision and oversight of assigned HR and administrative support staff including hiring, coaching, training, work assignments, and managing performance. (15%; a higher percentage is appropriate for larger, more complex HR units with a significant number of direct reports)

## **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.

### **Department Qualifications**

Minimum of a Bachelors 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. Six (6) 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; an advanced degree in a field of study directly relevant to human resources may substitute for 2 years of professional experience. The successful candidate must demonstrate a strong working knowledge of federal and state employment laws and regulations (e.g., FLSA, FMLA, ADA, ADEA) and have prior

experience in coordinating or managing 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 apply.