



## MASTER SPECIFICATION

### JOB INFORMATION

Date:	8/8/2017 3:41:14 PM
Official Title:	Manager Human Resources Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 7
Scheduled Hours	
Job Code:	123500
Job Family:	Human Resources/AA

### JOB SUMMARY

The Manager of Human Resources provides management and operations leadership for various HR functional areas: benefits administration, employee relations, performance management, on-boarding, policy implementation, recruitment/employment, and employment law compliance.

### NATURE OF WORK

The Manager of Human Resources is responsible for providing overall direction of human resources operations and support across all employee types including faculty and non-faculty employees. Additional responsibilities include managing and directing the work activities of all assigned human resources and administrative support staff, as well as assuring that the unit's personnel actions and activities are compliant with relevant Federal, State, and institutional policies. Job responsibilities require excellent oral and written communication skills, sound business judgment, tact and diplomacy, and the ability to interact with personnel at all levels of the institution. Work activities are carried out independently, under general direction, working from established policies and objectives. Problems faced in this position are varied and often complex, requiring analysis and interpretation of the situation. Decisions have major implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

### Distinguishing Characteristics

#### Examples of Duties

#### Essential Functions

Develops, plans, and implements human resources policies, procedures, and best practices for the unit/division.

Oversees review and approval of faculty and staff hiring and appointments and assure these activities are conducted in accord with all Federal, State, and institutional guidelines.

Provides support and oversight of employee background and credential checking and assure employee onboarding activities are conducted in a timely manner

Manages all assigned HR and administrative support staff including hiring, firing, coaching, training, work assignments, and managing performance.

Advises internal clients on classification needs and staffing requirements with a broad understanding of both short- and long-term goals of unit/division management.

Provides consultation on salary administration and recommends appropriate salary actions.

Assists employees in addressing questions or issues regarding benefits, time reporting, or leave issues in consultation with appropriate specialists in applicable institutional offices.

Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Business Administration, Human Resources, or a related field	X		

**Additional Experience**

*Check here if experience may substitute for some of the above education and describe how.*

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3 year +	Progressively responsible professional human resources management experience	X		