UNIVERSITY OF SOUTHERN CALIFORNIA

HD Human Resources Manager

Job Code: 113319

Grade: K
OT Eligible: No
Comp Approval: 4/7/2015

JOB SUMMARY:
Manages a varied and complex human resources function for a large number of employees (staff, students and/or faculty) in a division, auxiliary department or school. Human Resources functions include recruitment, affirmative action, salary administration, staff planning, training, employee relations, labor relations, disability, workers’ compensation, personnel records and information systems. Develops distinct but complementary internal programs and services and coordinates these with university payroll and personnel offices. Reports directly to a Dean or Director.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages operations and staff involved in the administration and delivery of payroll and personnel programs and services. Develops and coordinates programs and services with appropriate university offices, e.g., payroll, personnel services, provost, and general counsel.

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Hires, trains and supervises staff who are involved in payroll processing and in design and delivery of specialized personnel services such as training and employment. Schedules, prioritizes and assigns work. Assesses performance and provides feedback. Counsels or disciplines as required.

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Develops affirmative action plans and goals. Maintains statistics necessary to monitor effectiveness of programs. Interacts with the university affirmative action office to provide information and assist in researching complaints.

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Coordinates recruitment and placement activities. Opens positions. Interviews, assesses qualifications and skills, and refers to hiring unit. Coordinates design and placement of employment advertising. Interacts with the university employment office and external agencies to increase applicant flow.

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Assists managers and supervisors with staff salary administration. Advises on new hire salaries, salary adjustments, and reclassifications and promotions. Assists in developing job descriptions. Ensures classification and salary practices are consistent with university policy. Participates in and analyzes surveys and makes appropriate recommendations.

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Works with management to project current and future staffing needs. Develops short and long-range strategic plans for effective recruitment, development and staff utilization. Establishes and maintains planning, control and reporting activities.

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Analyzes and determines training needs. Identifies or develops programs to meet staff training requirements in the areas of management development, skills training, on-the-job training and employee orientation (as a supplement to the university’s staff orientation program).

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Assists in the internal resolution of employee grievances. Provides information and assistance to the university employee relations office to facilitate grievance resolution.

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Oversees the departmental interface and administration of collective bargaining
agreements and grievance procedures.

Interacts with the benefits, disability and worker's compensation offices to distribute benefit information and submit required documentation. Provides research and background information to facilitate administration and delivery of employee benefits.

Directs the maintenance and processing of confidential employee records and files. Designs, develops and maintains a personnel information system which complements the university system. Generates reports for monitoring and performs trend analyses.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY REPSONSE/RECOVERY:**

Essential: Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Personnel generalist experience providing thorough knowledge of laws governing payroll and personnel

**Preferred Education:**

Bachelor's degree

**Preferred Experience:**

5 years

**Preferred Field of Expertise:**

Personnel and payroll management experience in a university or similar setting. One or more of the following certifications: PHR, SPHR, SHRM-CP, SHRM-SCP.

**Skills:** Other:

Analysis

Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Personal computer

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial

SIGNATURES:
Employee: ___________________________ Date: ___________________________
Supervisor: ________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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