UNIVERSITY OF SOUTHERN CALIFORNIA
HD Human Resources Director
Job Code: 113323

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

JOB SUMMARY:
Directs and provides strategic leadership for the operations of the human resources function of a large school or division, including workforce planning, recruitment, compensation administration, training and employee development, performance management, employee relations, payroll, employment records, and other employment services. Ensures human capital strategy and human resource processes are implemented successfully at the school/division level and are aligned with overall school or division and University strategic objectives. Serves as an internal consultant to the school/division executives, management team, supervisors and employees on personnel issues. Coordinates human resources matters with and serves as liaison to central University human resources, payroll and employment services offices. Reports to a Dean or senior administrator.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Directs the operations and staff involved in the administration and delivery of human resources programs and services. Plans and develops human resources objectives and services to align with school or division and university strategic objectives. Develops and implements workforce plans, compensation administration, recruitment and retention plans, performance management systems and training and professional development programs. Researches and identifies trends and staffing needs to design and establish human resources programs accordingly. Assesses quality of programs with the goal of recommending modifications that will improve services. Remains current in human resources trends and recommends modifications to existing programs and services or creates new human resources programs, systems and services. Develops and coordinates programs and services in consultation with appropriate central human resource, payroll and employment support services departments.

Oversees the organizational design planning process, job design and creation, recruitment, placement and promotion activities. 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. Manages and coordinates the processes for job applicant interviews, assessments, offers, hiring and on-boarding. Promotes and facilitates employee recruitment including, as appropriate, the use and management of professional search firms.

Oversees the school or division’s staff compensation administration and workforce planning efforts. Assists managers and supervisors establish and maintain appropriate compensation systems and practices, including wage and salary rates, incentives, selection of job descriptions, job placement, reorganizations, layoffs, transfers, and promotions. Ensures practices are consistent with university policy.

Serves as primary resource for human resources services for school or division. Counsels managers and supervisors regarding university employment policies and procedures. Serves as an internal consultant to managers and supervisors regarding disciplinary action, including terminations. Monitors effectiveness of
performance measurement, coaching and mentoring programs. Ensures compliance with university policies and procedures.

Directly or indirectly manages all staff serving in a human resources capacity, including recruitment, training and payroll processing, usually through subordinate managers or supervisors. Determines organizational structures, reporting relationships and short-and long-range staffing needs based on school or division strategic objectives. Reviews and approves hiring, termination and salary actions to ensure compliance with departmental requirements and university policy. Oversees performance appraisal process and consults with managers and supervisors on disciplinary actions.

Oversees the school or division’s payroll processing function. Ensures compliance with university policies and procedures.

Assists in coordinating employment-related communications (e.g., benefits, disability, worker’s compensation, university employment policies, etc.), when needed and submission of required documentation to the appropriate central university offices. Interacts with central university offices to provide research and background information to facilitate administration and delivery of services.

Assists central university human resources and other service departments in dispute resolution and complaint investigations. Assists in the internal resolution of employee grievances. Meets with concerned parties to discuss issues and determine best course of action for effective resolutions. Ensures compliance with university and department policies.

Develops and manages budget. Recommends and/or makes budgetary and resource allocations. Provides financial status reports.

Directs the review and analysis of training and professional development needs on a regular basis. Determines training and performance management needs. Identifies or develops programs to meet staff training and performance management requirements.

Works with central human resources and payroll service offices to appropriately maintain employee records and files. Oversees the generation of reports for monitoring and performs trend analyses.

Maintains currency with, understands and ensures compliance with all university and school/division policies and procedures and with all federal, state and local laws related to employment law and human resources best practices.

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 RESPONSE/RECOVERY:**

Essential: ☐ No
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:**
- 5 years

**Minimum Field of Expertise:**
- Directly relevant experience in human resources.

**Preferred Education:**
- Master's degree

**Preferred Experience:**
- 7 years

**Preferred Field of Expertise:**
- Master's Degree in Business of Human Resources. Directly relevant experience in human resources with supervisory experience. One or more of the following certifications: PHR, SPHR, SHRM-CP, SHRM-SCP.

**Skills:**
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Change management
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Counseling
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Leadership
- Managerial skills
- Negotiation
- Networking
- Organization
- Organizational development and design
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)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises:** **Level:**
Manages through subordinate supervisors.

**Supervises:** **Nature of Work:**
- Administrative
- Clerical/Secretarial
- Professional/Paraprofessional

**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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