UNIVERSITY OF SOUTHERN CALIFORNIA
Personnel Manager (Centralized)
Job Code: 117019

Grade: L
OT Eligible: No
Comp Approval: 1/21/2005

JOB SUMMARY:
Manages a personnel services unit or program. Reports to a Director or Manager II. Directly manages program operations and administrative functions to include planning, scheduling and delivery of services University wide. Contributes to the design of program content, policies and strategic planning efforts.

JOB ACCOUNTABILITIES:

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Plans and develops program objectives and services. Researches and identifies trends, needs and regulations and establishes program services accordingly. Assesses quality of program services. Modifies existing services and/or creates new services. Links services and operations with other relevant departments on campus.

Manages staff assigned to program. Recommends organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions in accordance with University policy. Provides performance appraisals for staff and determines need for disciplinary action.

Manages the delivery of services to employees and/or other targeted program participants or beneficiaries. Sets and communicates program priorities and performance standards and assesses operations using these criteria. Plans and conducts quality assurance reviews and recommends changes as appropriate.

Directs the development, maintenance and enhancement of electronic systems to support operations. Coordinates with other University offices to ensure compatibility of related systems.

Develops and recommends policies and procedures. Manages the dissemination, interpretation and application of policies and recommends and/or approves exceptions.

Develops and manages program budgets and recommends or makes budgetary and resource allocations. Provides financial status reports as requested.

Interacts and negotiates with external vendors and administrators to plan and coordinate the delivery of services, existing or new. Assesses capabilities and performance and makes recommendations to management regarding continued use of services.

Develops strategies for communicating services to include training and information sessions, personal networking, newsletters, publications or other communications materials, and events planning.

Participates in short and long-range departmental planning. Assists in developing goals and objectives and actions plans for implementing same. Remains current in benefit trends and recommends program modifications and enhancements.
Serves as a key resource for program information. Resolves problems or questions referred by staff, University administrators, or professionals outside the University.

Informs management of trends and developments in field. Gives advice and counsel regarding current developments. Assesses impact of legislation on existing programs and makes changes as appropriate.

Maintains professional currency through active participation and leadership in associations and committees both internal and external to the University.

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:  
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

Minimum Experience:  
3 Years

Minimum Field of Expertise:  
Directly related experience in supervising or managing a personnel/benefits program.

Preferred Education:  
Master's Degree

Preferred Experience:  
5 Years

Skills: Other:  
Analysis  
Assessment/evaluation  
Budget control  
Budget development  
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
Statistical analysis
Teaching/Training

**Supervises: Level:**
Supervises employees and student workers

**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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