UNIVERSITY OF SOUTHERN CALIFORNIA
Asst Dir, Human Resources Administration (Central)
Job Code: 117021

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

JOB SUMMARY:
Assists in directing the operations of Human Resources Administration. Participates in the planning, coordination and delivery of services through subordinate staff. Participates in short and long-term planning efforts and program design. Oversees administrative functions to include planning and scheduling delivery of services, program development and evaluation, policy development and implementation, budget and personnel administration, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

________ ________ Participates in directing the planning, coordination, implementation and management of Human Resources Administration. Assists with directing the planning and development of Human Resources Administration objectives, services and processes. Ensures that planning efforts are integrated with those of other university offices. Participates in determining Human Resources Administration priorities and the allocating of resources accordingly. Researches and identifies trends and needs and assists in establishing Human Resources Administration directions accordingly. Assesses quality of service for department. Proposes modifications to existing services and/or new services. Oversees special projects as assigned. Links services and operations with other relevant departments on campus.

________ ________ Directly or indirectly manages staff assigned to Human Resources Administration. Proposes staffing needs based on short and long-term plans and goals. Reviews and endorses or makes recommendations for hiring, staff raises, promotions and reclassifications. Approves/disapproves work guidance actions within Personnel Services, as required. Provides performance appraisals for staff and determines need for disciplinary action, as required. Makes recommendations for staff training and professional development.

________ ________ Participates in short and long-term strategic planning, making or recommending modifications and/or additions to services provided, staffing and organizational plans, and corresponding budgetary implications.

________ ________ Directs the delivery of services to employees and/or other targeted program participants or beneficiaries. Communicates program priorities and performance standards. Reviews and assesses operations and services for effectiveness and efficiency. Recommends changes as needed to improve delivery of services.

________ ________ Participates in directing the development and administration of Human Resources Administration policies and procedures. Reviews and recommends revisions as necessary. Directs the dissemination, interpretation and application of policies university-wide. Recommends exceptions. Maintains currency on existing and pending legislation to ensure overall compliance with regulatory requirements. Ensures staff and university community are kept informed of changes and updates.

________ ________ Serves as university's secondary liaison to faculty, staff, administrators, agency representatives, and other professionals outside the university for Human
Resources Administration related policies and procedures. Interacts with university management, faculty and staff to exchange information and to provide guidance, assistance and expertise.

Resolves issues and requests presented by faculty, staff and university administrators. Provides consultative services and/or meets with concerned parties to discuss issues and requests and determine best course of action for effective resolution.

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

Recommends budgetary and resource allocations. Provides financial analyses, projections and reports, as needed.

Interacts and negotiates with external vendors and administrators to plan and coordinate the delivery of services, existing or new, as assigned. Participates in assessing capabilities and performance and propose recommendations to management regarding continued use of services, as needed.

Participates in developing strategies for communicating services such as personal networking, web site, training and information sessions, newsletters, publications or other communication materials, and events planning.

Participates in directing the development, maintenance and enhancement of information systems to support operations, as needed. Assists in ensuring that internal systems complement university-wide systems. Assists in coordinating with other university offices to ensure compatibility of related systems.

Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences; makes formal presentations.

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:** [ ] No
  - [ ] 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:
   5 years

Minimum Field of Expertise:
   Directly relevant experience in human resources field along with supervisory experience.

Preferred Education:
   Master’s degree

Preferred Experience:
   7 years

Preferred Field of Expertise:
   Directly relevant experience in human resources field along with supervisory experience in an educational institution. One or more of the following certifications: PHR, SPHR, SHRM-CP, SHRM-SCP.

Skills: Other:
   Analysis
   Assessment/evaluation
   Budget control
   Coaching
   Communication -- written and oral skills
   Conceptualization and design
   Conflict resolution
   Consulting
   Counseling
   Customer service
   Human resource process and employment knowledge
   Interpretation of policies/analyses/trends/etc.
   Interviewing
   Knowledge of applicable laws/policies/principles/etc.
   Managerial skills
   Negotiation
   Networking
   Organization
   Planning
   Problem identification and resolution
   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:

Supervises employees and/or student workers.

**Supervises:** Nature of Work:

Administrative
Professional/Paraprofessional

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**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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