UNIVERSITY OF SOUTHERN CALIFORNIA
Personnel Director (Centralized)
Job Code: 117023

Grade: M
OT Eligible: No
Comp Approval: 7/1/2002

JOB SUMMARY:
Directs the operations of a centralized personnel unit or program that provides support and service to the University. Directs 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.

JOB ACCOUNTABILITIES:

**E/M/NA**  **% TIME**

______  ______
Directs the planning, coordination, implementation and management of a centralized personnel unit or program that provides support and service to the University. Directs the planning and development of personnel unit or program objectives, services and processes. Ensures that planning efforts are integrated with those of other University offices. Determines personnel unit or program priorities and allocates resources accordingly. Researches and identifies trends and needs and establishes personnel unit or program directions accordingly. Assesses quality of unit or program services. Modifies existing services and/or creates new services. Oversees special projects as assigned. Links personnel unit or program services and operations with other relevant departments on campus.

______  ______
Directly or indirectly manages all staff assigned to personnel unit or program, usually through subordinate supervisors. Determines 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 all work guidance actions within unit. Provides performance appraisals for staff and determines need for disciplinary action. Makes recommendations or approves plans 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 personnel unit or program services.
Directs the development and administration of personnel unit or program policies and procedures. Reviews and recommends revisions as necessary. Directs the dissemination, interpretation and application of policies University-wide. Recommends and/or approves 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 primary liaison to faculty, staff, administrators, agency representatives, and other professionals outside the University for personnel unit or program or on 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 makes changes as appropriate.

Plans, develops and manages unit or program budget determining fiscal priorities. Recommends and/or makes 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. Assesses capabilities and performance and makes recommendations to management regarding continued use of services.

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

Directs the development, maintenance and enhancement of information systems to support operations. Ensures that internal systems complement University-wide systems. Coordinates 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 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

Minimum Experience:
- 5 Years

Minimum Field of Expertise:
- Directly relevant experience in personnel field along with supervisory experience

Preferred Education:
- Master’s Degree

Preferred Experience:
- 7 Years

Preferred Field of Expertise:
- Directly relevant experience in personnel field along with supervisory experience in an educational institution.

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
Teaching/Training

Skills: Machine:
Adding Machine
Calculator
Computer Network (Department or School)
Computer Network (University)
Personal Computer

Supervises: Level:
Manages through subordinate supervisors

Supervises: Nature of Work:
Administrative
Managerial
Professional/Paraprofessional
Project Management

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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