Office of Human Resources

Job Classification Specification

Human Resources Consultant 1

First level of Human Resources Consultant. Counsels and advises management and employees on human resources policies, procedures and best practices. Monitors human resources activities to ensure compliance with federal, state, and local laws as well as University policy. Coordinates and implements integrated human resources programs.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Partnering with unit senior management, establishes procedures and unit specific guidelines for variety of HR programs for recruiting, classification and compensation, performance review, promotion, etc.

Provides advice and consultation to managers and human resources professionals regarding complex issues for multiple HR areas or within specialty area (staffing, classification and compensation, benefit, organizational effectiveness, EEO/affirmative action, etc.).

Coaches and trains managers on appropriate actions for all types of employee relations issues including issues which pose a high risk to the college/department.

Partners with labor relations on settlement agreements. Prepares managers for grievance hearings by reviewing and organizing supporting documentation and coaching on presentations.

Plans and collects data to assess workplace environment by analyzing employee relations indicators (grievances, employee engagement survey, turnover, etc.) and recommend programs or actions.

Provides individual specific mentoring and coaching of managers on how to appropriately engage their workforce.

Serves as internal expert for area of specialization including staying abreast of current laws and best practices.

Leads project teams in the development and implementation of comprehensive employee program and change initiatives.

May manage all human resources activities for a small to moderate scale college or department. Often provides directions to less experienced HR Generalist or Specialist.
Human Resources Consultant 1 (cont’d)

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

Complexity and Problem Solving

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity; understands the smallest details of a defined area.

Required Qualifications

Requires BA/BS with at least 6 years of experience; may lead a small homogeneous department or larger process-oriented area whose members perform like activities.

Effective 10/22/13